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**LIVE PROJECT**

**INFORMATION TECHNOLOGY programme**

**7.302 Live PROJECT**

**General Guidance**

**and**

**Marking Criteria**

**Networking Specialisation**

**SEMESTER 1 2014**

**Version 2.2**

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The Live Industry Project course 7.302 is the capstone course for both the BIT and GDIT programmes. It is weighted as two courses and is worth 30 credits. BIT students spend two semesters on this project, while GDIT students spend one semester on this project.

All BIT students should pass 7.301 ITPM and four major courses before enrolling this course. GDIT students should pass all courses in Semester 1 and 2 of their programme before enrolling in this course.

# Process

1. Projects are sourced with potential project clients.

2. Before projects are made available to students, the Industry Project Sub-committee (Project Coordinator and supervisors) vets the projects to assess their suitability in terms of their alignment with students’ abilities and the objectives of the Live Industry Project course.

3. Project students attend a presentation by potential project clients regarding available projects at the beginning of the semester. Students prepare their CVs and submit three choices in order of preference. Project groups will normally have three to four students.

4. The Industry Project Sub-committee meets to match applications with projects, taking account of project complexity and students’ abilities. Teams are set up, supervisors assigned, and projects allocated. If they wish, project clients are able to check CVs and even interview teams.

5. All project students and supervisors meet once a week as a group to discuss progress and problems. Additionally, each supervisor is required to organise a weekly meeting with their project team. Supervisors will check each student’s weekly journal and the project group meeting minutes to ensure each student is participating actively.

6. The Project Client normally designates a dedicated person (mentor) from their organisation to coordinate with and provide relevant support to the project group during the whole development cycle. Contact either face-to-face or via e-mail is made at least weekly to report progress and discuss issues. A record of these contacts should be part of the project documentation.

7. At the end of the semester, project teams present and demonstrate their systems to their peers and to members of the Industry Project Sub-committee. Feedback is given during presentation time.

8. The Client side mentor will not be responsible for teaching, assessment, or the recording of marks. A report is sought from the client regarding their level of satisfaction with the final product. This report will be a factor in deciding the final grade, but the responsibility for teaching, assessment, and recording of marks lies solely with the Project Supervisor and the members of the Final Project Sub-committee.

Please refer to **Appendix** A or B for more information.

# Project General Guidelines

The live project course is not a usual course but a job experience. It goes beyond lectures, homework assignments or lab experiments, and there is no final exam. Instead, it focuses on a project with the goal to develop an IT solutionto a problem, usually a real life problem presented by industry or a research idea presented by an academic.

Guidance is provided in several ways, including:

* Handouts on how to give effective presentations and how to write concise technical project reports.
* Few seminar-type lectures by the course instructor on oral presentations, poster structuring and report writing.
* Team meetings with the project client as required.
* Weekly team meetings with the supervisor.
* Fortnightly common meetings with other teams and their supervisors.
* Feedback from the audience after each oral presentation.
* Editorial and technical comments on required and progressively elaborate draft reports. Oral presentations also provide good cross exchange among teams, and sometimes written documents are reviewed among teams.

The live project will assess you in developing the following:

* Maturity **-** personal responsibility for the identification and formulation of a substantial problem or objective and writing a major formal report of the work.
* Information literacy - projects will extend and further develop information retrieval, analysis, production, and communication skills.
* Problem posing and solving - projects will identify a significant problem and describe a solution to that problem.
* Management skills - project management, self-management and time-management skills will be needed for the completion and reporting of a substantial project within an agreed time-frame.
* Technical expertise - application of design method, technical expertise and research skills to a real, substantial and complex problem to which the solution is not known in advance.
* Academic literacy, oral comprehension and presentation skills - formal reporting, presentation and language skills will be developed by the requirement of writing a comprehensive, formal, structured report, correctly employing technical terminology.

Your first point of call for any clarification is your supervisor. Secondly you may discuss the issue during the regular common meetings where you can discuss your difficulties, progress with supervisor(s) and other students. Thirdly, you can contact the project coordinator for advice, every project is unique therefore advice given to other students may not apply to you.

**All project teams must work on their projects in campus lab environment unless the client requires the team to work onsite. ITP will provide resources as per project needs.**

**It is your responsibility to build a professional working relationship with your client and your supervisor. These 2 relationships are the real key to your success. Keep in email contact with your supervisor and cc to him/her any emails between you and your client.**

Use common meetings as an opportunity to share your problems, experiences also to obtain ideas and advice.

# Assessment Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component No.** | **Description** | **Weighting** | **Due time** | |
| **GDIT (1sem)** | **BIT (2 sem)** |
| 1 | Proposal Report and Presentation | 10% | Week 3 | Week 3 |
| 2 | Initial System Requirements and Analysis Report | 20% | Week 5 | Week 6 |
| 3 | Design | 10% | Week 8 | Week 9 |
| Prototype presentation |  |
| 4 | Project final report | 20% | Week 12 | Week 12 2nd sem |
| 5 | Final product (application / system) | 30% | Week 12 | Week 12 2nd sem |
| 6 | Poster and final presentation of the product | 10% | Week 13 | Week 13 2nd sem |

## Instructions

1. All deliverables submissions must be developed using word-processer, and handed to the Supervisor on the due dates as above
2. You will have individual responsibility for the timely completion of some significant project components under the guidance of your supervisor. You will be expected to:
   * Do much more than “get something working".
   * Demonstrate a professional level of preparation, planning, execution, testing and documentation.
   * Meet a number of strictly enforced milestones and to take considerable initiative in overcoming difficulties.
3. If you miss milestones or submit work that is not of a professional standard your course completion may be delayed by one or more semesters.
4. The project final report must be bound and be of professional quality.
5. Copied text must be correctly cited and references should be included in a bibliography at the end of your assignment.

# Guidance on Project Proposal and Presentation

The Project Proposal should be a detailed planning document for your live project. The effort that is invested in this proposal will most likely have a direct impact on the success and quality of your project. Your supervisor will discuss your project with and contact the client and arrange the first client site visit for requirement gathering ASAP.

1. Project teams prepare draft proposals by the end of week 2 of the semester,
2. Your supervisor will discuss any changes, additional work required, and suggest a completion date for this work. You should also undertake Risk Assessment for your project during this time.
3. After addressing all of the suggestions made by your supervisor, you should resubmit the Project Proposal and conduct first presentation in week 3 to demonstrate your initial understanding of the project
4. By the end of week 4, your supervisor will complete the evaluation of your final Project Proposal, sign the assessment form and return it to you.
5. You’ll then submit the proposal and MoU (Memorandum of Understanding) to your supervisor.

Your proposal remains a live document and will be subject to changes over the course of your project. For example, your supervisor may ask to start meetings with an update of your project and contingency planning. If there are significant changes, your supervisor may request a rewritten proposal to better reflect your project work.

The suitability of your project will be judged by assessing the project proposal, you may be asked to change the scope if your supervisor and project coordinator believe that your project does not have sufficient depth or goes beyond expectations.

# The Project Proposal Document Structure

**Project Title**

**Introduction**

* Brief description of the project including the end product.
* What is the project about, who is it for, what problem is the project trying to solve, proposed benefits of the project to the client, and this should be written in a business case/scenario format.

**Client Background**

* Background of the organisation for which you are doing the project work (your client) [Include full business contact/address details: Business name, sponsor name, Title, physical address, Contact names, phone numbers, email addresses, cell phone]
* Organisational chart with identification of key players and responsibilities of each.
* How does the project match the role and function of the company?
* Describe the intended Target audience and system users

**Goal and Scope of the Project**

Your first and primary task is to define the scope of the project. The scope expresses what the objectives of the project are and what goals must be met to achieve project success. You can define project scope by identifying your goals, project stages and scope of each stage.

Your scope must make clear to those involved exactly what product or service will be delivered. It is not intended to expand on methodologies or stakeholder purpose and motivation.

**Objective and Measure of Success**

For each objective you need at least one measure of success. Objective must overcome the problem identified in the introduction.

**Deliverables**

Clearly identify the deliverables of your project along with due dates, for instance, a deployed application on client site and ready to launch by the 1st of Feb, network set up and ready to use by the 30th of March, etc

**Stakeholder analysis**

To identify the authority, influence and role of each stakeholder, refer to the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Stakeholder/ Organization*** | ***Interests*** | ***Influence*** | ***Role*** |
| *Elaine Henry Accounting* | *major user of the new information, been with company 15 years* | *voice is heard all the way up to the CEO* | *Key End User* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project Team**

The project team will include identification and the specific roles/positions.

**Project Risk**

List the top 5 risks specifically related to your project

**Resources**

List of hardware and software resources required for the project

**Initial weekly Status Plan**

You will be providing your Initial Gantt chart, which include project phases and its subtasks, milestones and initial weekly schedule (refer to Gantt Chart Handout and Work breakdown Structure Handout documents)

**Project recommendation**

Your comment on if this project should carry on, comment on the project commercial viability to client

**Control plans**

Must be specific to your Project:

* Risk management Plan.
* Quality management Plan.
* Change management Plan.
* Communication Plan.

# Project Proposal Marking Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Element/content** | **Marks Category** | **Marks Category** | **Marks Category** |
| **Project Title** | Title is not related to the project activities  **0 Mark** |  | Title properly reflect the project activities  **(1 Mark)** |
| **Introduction** | None or not understandable  **0 Marks** | Cover some of the requirements mentioned in the template correctly and clearly  **1-5 Marks**  **1 for each of what, who and benefit and 3 marks for the business case** | Complete valid introduction that covers some of the requirements mentioned in the template correctly  and written in business case/scenario  **(6 Marks)** |
| **Client Background** | None or not understandable  **0 Marks** | Not complete  **2 Marks for requirements under each bullets** | Complete valid answer  **(8 Marks)** |
| **Project scope and goal** | None, not complete or not understandable  **0 Mark** | Proportion from the full mark according to the answer validity | Clearly stated, complete and understandable goal.  At least 6 valid scopes identified  **2 Marks for the goal and 3 Marks for the scope**  **(5 Marks)** |
| **Deliverables** | None, not complete or not understandable or not related to the project  **0 Mark** | The list is complete but the due dates are not realistic  **3 Marks** | Complete, valid deliverables list, clearly reflect the project activities with realistic due date schedule  **(5 Marks)** |
| **Objective and Measure of Success**  Each objective needs at least one measure of success. Objective must overcome the problem identified in the introduction. | None, not complete or not understandable or not related to the project  **0 Mark** | Proportion from the full mark according to the answer validity. | A valid answer that includes at least three objectives and one MOS for each objective  2 marks for each objective and its MOS  **(6 Marks)** |
| **Stakeholder Analysis** | None, not complete or not understandable or not related to the project  **0 Mark** | Proportion from the full mark according to the answer validity | Complete, understandable and valid analysis that correctly identifies authority, influence and role of each stakeholder  **(10 Marks)** |
| **Project Team** | None, not complete or not understandable  **0 Mark** |  | Complete, valid project team identifications  **(1 Mark)** |
| **Project Risk** | Must be provided in the initial proposal, marks will be given for the final version submission (control plans) section | | |
| **Resources** List of hardware and software resources required for the project | None, not complete, not valid, not understandable or not related to the project  **0 Mark** | Partial list, **proportion of the full mark will be given** | 2 Marks for complete, related to the project hardware resources list.  2 Marks for complete, related to the project software resources list  **(4 Marks)** |
| **Initial weekly Status Plan**  Initial Gantt chart, which includes project phases and its subtasks, milestones and initial weekly schedule | None, not complete or not understandable or not related to the project  **0 Mark** | Proportion from the full mark according to the answer validity | A valid plan that includes clear task breakdown with a tentative date for deliverables:   * Phase definition summary( **2M)** * Task definition & milestones **(8M)** * Initial weekly schedule **(5M)**   **(15 Marks)** |
| **Project recommendation**: why you think this project should carry on, comment on the project commercial viability to client | None, not complete or not understandable or not related to the project  **0 Mark** | Not persuasive reason  **1 Mark** | Valid persuasive answer  **(3 Marks)** |
| **Control plans**: Must be specific to your Project.   * Risk management Plan * Quality management Plan * Change management Plan * Communication Plan | None, not complete or not understandable or not related to the project  **0 Mark** | Proportion from the full mark according to the answer validity | Clearly stated, complete, valid and understandable management plan  **4 Marks for communication plan**  **Risk and Change Management plan marks allocation will be decided by supervisors according to project need and nature**  **(21 Marks)** |
| **Total** | **0 Mark** |  | **85 Marks** |

**Note:**

1. The table above covers 85 marks in total. There will be another 15 marks from oral presentations. That will contribute to the 10% in overall of the total marks.
2. Please refer to **Appendix** **C** for Oral presentation marking criteria.

# System Requirements and Analysis Report

The Systems analysis phase includes requirements analysis, technical design, network / infrastructure design and deployment plan.

The resulting documentation of this phase documentation should include:

**Introduction**

This section covers the purpose of the document and its audience, a brief description of the requirements and solution analysis (detail network/process design) along with brief descriptions of the configuration and deployment plan.

**Problem and opportunity analysis - POA)** This should include answers to the following questions:

* What problem are we attempting to solve?
* What is the “real problem”?
* Will solving this problem/seizing this opportunity save the department money?
* How does this fit into the business objectives/strategy?
* Who are your stakeholders for this process?

**Systems requirements** Identification of system requirements

* + Hardware Requirements
  + Security Requirements
  + Software Prerequisites
    - Server Operating System Prerequisites
    - Server Software Prerequisites
    - Manually Installing Prerequisite Software

**System Requirements Specification**

*Note: refer to Appendix E for a template.*

* Overall description.
* Specific requirements

**Systems model**

* + Topology planning
  + Infrastructure diagram
  + Detail Network/Process diagram

**Systems deployment Plan**

* + Deployment plan

**Recommended solution analysis**

* Feasibility, you may cover cost, benefit, impact on the organization and technical
* Recommend a solution

**Note: Documentation should be signed off by relevant parties**

|  |  |
| --- | --- |
| **Element/content** | **Criteria & Marks** |
| **Introduction** | Complete valid introduction identify and describe a suitable methodology (**7 Marks)** |
| **Problem and Opportunity Analysis** | Complete valid answer, 2 marks for each valid answer  **(8 Marks)** |
| **System Requirements/ Specification** | The report includes the following sections   * Overall description **8 Marks** * Systems requirements (Hardware, Software and Security)   **20 Marks**  **The marks will be given considering correctness and completion (28 Marks)** |
| **System Model** | * + Topology planning **15 Marks**   + Infrastructure diagram **10 Marks**   + Detail Network/Process diagram **10 Marks**   **The marks will be given considering correctness and completion (35 Marks)** |
| **System deployment plan** | * + Deployment plan (**15 Marks)** |
| **Recommended Solution Analysis** | 2 marks for each item in this section  **(8 Marks)** |
| **Total** | **100 Marks** |

# Design and prototype presentation

At this stage you will produce a physical system specification from the logical requirements identified in the analysis phase above.

The system will include the following:

* Configuration plan
* Technical design document
* Document Client Feedback, use template attached (Appendix F)
* Documentation sign-off by relevant parties
* Client sign-off

**Beta version presentation**

Students must demonstrate to their supervisors a Beta version of the IT system they are designing, implementing and/or prototyping. This can be a prototype of a website, a set of database tables with relationships or network infrastructure system.

**Note:** Refer to the presentation marking schedule before you conduct your presentation.

|  |  |
| --- | --- |
| **Element/content** | **Criteria & Marks** |
| **Configuration plan** | **20 Marks** |
| **Technical design document**  **And**  **Physical System Demonstration** | **70 Marks (Mark distribution will be made considering Systems attributes, Physical/ Network Systems Architecture, Ease of use and Performance Requirements to verify Reliability, Availability, Security and Maintainability etc.;)** |
| **Document client feedback** | **10 Marks, use template provided (Appendix F)** |
| **Documentation sign-off by relevant parties** | **Must be provided** |
| **Client sign-off** | **Must be provided** |

# Project Final Report

This report includes four sections.

**Process**

The project team should follow the system development lifecycle methodology; the following sections must be included in the final report to describe the methodology:

* Description of the development process
* Acceptance test criteria that ensure that system meets the initial requirements
* Describe the team communications process during the project

**Actual Project Plan**

Final Gantt chart that fulfils the following:

* Phase definition summary
* Task definition
* Even workload allocation between resources
* Resources definition with costs
* Identification of critical path

**Implementation**

* Installation plan
* System testing
  + Usability test plan, procedures, result report and reflection, that ensure the product is usable
  + Integration test plan, procedure, result report and reflection, that ensure all components of the system or the application are working well together
  + Acceptance test plan, procedure, result reports and reflection, that ensure client ensure client approval of the final product
* User documentation
* User training plan
* Maintenance and support plan

**Overall project progress**

* Deviations from the original project plan
* Justification for modification from the original plan
* Deviation from original project budget
* Justification for modification from the project budget
* Risk the project faced during its progress and decisions made to maintain project progress
* Implemented change procedures
* Client Signoff
* Client meeting minutes and communication process

**Student learning reflection:**

This section of the report should be started in week 1 and it may be marked anytime by your supervisor, it should include the following headings

* **Personal weekly journal,** which includes:
  + What you have achieved in this week
  + What your plan is for the next week
  + What challenges you are currently facing
  + Your plan to overcome these challenges
  + The weekly supervisor meeting outcome
  + The common meeting outcome
* **Workplace Learning**
  + What have you learnt about your client organisation?
  + What you have learnt about industry recommended codes of ethics, codes of practice and government legislation followed by your client organisation.
* **Project experience and technical learning reflection**

The objective of this reflection is to learn from your experience by reflecting on action after completing the project; you are required to cover the following:

* Work description
* Feelings and thoughts
* Evaluation
* Analysis
* Conclusion and synthesis
* Action plan

For details of what to write under each bullets, refer to “How to Make the Most of Work Integrated Learning: for Students” Page 13

* **Communications**
* Describe the team communications process during the project, then include meeting minutes and emails between client and team members
* **Documentation sign-off by relevant parties**
* **Client sign-off,** template attached, refer to appendix G

**Note:**

To gain a clear idea what you need to include in this section refer to “How to Make the Most of Work Integrated Learning for Students”, page 13

|  |  |
| --- | --- |
| **Element/content** | **Criteria & Marks** |
| **Process** | Description  **(5 Marks)**  Acceptance test criteria **(5 Marks)** |
| **Actual Project Plan** | Gantt chart   * Phase definition summary **(2 Marks)** * Task definition **(4 Marks)** * Even workload allocation between resources **(3 Marks)** * Resources definition with costs **(3 Marks)** * Critical path **(3 Marks)** |
| **Implementation** | * Installation plan **(5 Marks)** * System testing which may include any or all of:   + Usability test plan, procedures, result report and reflection. **(10 Marks)**   + Unit test plan, procedures, result report and reflection.   **(10 Marks)**   * + Integration test plan, procedure, result report and reflection. **(10 Marks)**   + Acceptance test plan, procedure, result reports and reflection. **(10 Marks)** * User documentation (installation manual and technical manual) (**10 Marks)** * User training plan (**10 Marks)** * Maintenance and support plan (**10 Marks)** |
| **Overall project progress** | * Deviations from the original project plan * Justification for modification from the original plan * Deviation from original project budget * Justification for modification from the project budget * Risk project face during its progress and decisions was made to maintain project progress * Implemented change procedures   **(5 Marks for each of the above, total of 30 Marks)**   * Client Signoff **(No marking without it)** |
| **Student learning reflection** | * Personal weekly journal **(No marking without it)** * Workplace Learning **(5 Marks)** * Reflection on the project experience and tech learning   **(15 Marks)**   * Communications  **(5 Marks)** |
| **Documentation sign-off by relevant parties** | **Must be provided** |
| **Proposal presentation PP**  **& final Presentation PP** | **Must be provided** |
| **Client sign-off** | **Must be provided** |
| **Total marks** | **total depend on the project requirements and worth 20% of overall mark** |

**Notes:**

User documentation (installation manual and technical manual), User training plan and Maintenance and support plan may not be required for each team, supervisor may allocate 10 marks each, and the total could be transferred to 20% accordingly.

# Final Product Marking Notes (NW)

According to ISO/IEC JTC 1/SC (6, 25, 27, and 36) standard catalogue, the student final project product in-terms of Installation, configuration and upgrade following factors are considered:

* Linux / Windows Environments                                                                    **(8 Marks)**
* Networking and Communication between systems                                       **(3 Marks)**
* Integration and Information Technology Security                                         **(8 Marks)**
* The product delivery client requirements, a proportion of the 35 marks will be given in equivalence to the percentage of scope completion                                  **(11 Marks)**

**Note:** Other factors supervisors will consider while allocating marks are as follows:

* Student’s demonstration of professional practice over the duration of the project
* The amount of new technical learning involved in the project
* The scope of the project
* Student’s initiative and willingness to go the extra mile
* Topology
* Functionality
* Operating System
* Software and hardware used
* Other performance requirements and systems attributes mentioned in the system requirements specification and analysis report

1. Reliability.
2. Availability.
3. Security.
4. Maintainability.

# Final Presentation and Product Demo

This presentation consist of two components

1- Product demo, students are required to demonstrate a working model of their project

2- Formal slide presentation that include the following

* Brief statement of the project
* Project objective and measure of success
* Initial requirements, changes in requirements if any
* What has been achieved, what is outstanding?
* Challenge you have encounter during the project and how it has been addressed
* Individual learning reflection
* Recommendation for the client

# Appendix A – MoU for BIT (Template)

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**<Name of Business run by Project Partner>**

**AND**

**PROJECT TEAM MEMBERS**

**OF**

**THE INFORMATION TECHNOLOGY PROGRAMME**

**AT**

**AIS ST HELENS**

**Project Team Members:**

**1.**

**2.**

**3.**

**4.**

**(Names)**

Dated:

**I PARTIES**

This agreement is between <name> of <name of business organization>, hereafter known as the Project Partner, the Information Technology Department of AIS St Helens, hereafter known as the Provider, and the students comprising the membership of the Project Team.

**II OBJECTIVE**

The objective of this agreement is to set forth the understanding of the mutual rights and responsibilities of each party who is a/signatory to this agreement. The objective of the collaboration is to provide an educational opportunity for the members of the project group to fulfill part of the requirement for the award of the degree Bachelor of Information Technology by working with the Project Partner to provide an IT solution to a business problem.

**III CONTEXT**

The students are all enrolled in the Bachelor of Information Technology (BIT) degree programme at AIS St Helens. This programme was designed by AIS St Helens and has been approved for offering as a bachelors degree programme by the New Zealand Qualifications Authority. AIS St Helens has also been accredited by NZQA to deliver the qualification.

The BIT is a three year full-time Bachelors degree programme. Students complete 24 courses each weighted as 15 credits. The Live Industry Project course 7.302 is the capstone course of the degree and is reserved until the last two semesters of study. It is weighted as two courses. In the degree, students complete a core of 14 courses, a major of 5 courses and five other elective courses. With judicious use of the 5 elective courses, students can complete two majors within the 24 course allotment.

**IV PROJECT**

In the Live Industry Project students are formed into project teams in roles which reflect the contributions they can make from their respective specializations.

The Project Partner, the Project Team, and the Student Supervisor meet to discuss the nature of the project and agree on the deliverables.

**V ROLES AND EXPECTATIONS**

The Project Partner is expected to assign a mentor from within their organization to coordinate with students regarding the project. Students are expected to meet with the mentor weekly to consult re Project Partner expectations, and to give an update on progress. The Provider provides a member of staff to act as a supervisor. Students are each allocated one hour per week of supervision time with the supervisor. In a group of four that means they have four hours per week of collective supervision which may be used individually or as a group. Students have access to the supervisor for advice outside this time, but this is a regular accountability session to discuss progress towards project completion.

**VI PROCESS**

The process is set out as follows:

1. Projects are sourced with potential project partners

2. Before projects are made available to students, Industry Project Sub-committee (Project Coordinator and supervisors) vets projects to assess their suitability of the projects in terms of their alignment with students’ abilities and the objectives of the Live Industry Project course.

3. Project students attend a presentation by potential project partners re available projects at the beginning of the semester. Students prepare their CVs and submit 3 choices in order of preference. Project groups will normally have 3-4 students.

4. Industry Project Sub-committee meets to match applications with projects taking account of project complexity and students’ abilities. Teams are set up, supervisors assigned and projects allocated. If they wish, project partners are able to check CVs and even interview teams.

5. All project students and supervisors meet once a week as a group to discuss progress and problems. Additionally each supervisor is required to organize a weekly meeting with their project team. Supervisors will check each student’s weekly journal and the project group meeting minutes to ensure each student is participating actively.

6. The Project Partner (client) normally designates a dedicated person (mentor) from their organization to coordinate with and provide relevant support to the project group during the whole development cycle. Contact either face to face or via e-mail is made at least weekly to report progress and discuss issues. Record of these contacts should be part of the project documentation.

7. At end of the semester, project teams present and demonstrate their systems to their peers and to members of the Industry Project Sub-committee. Feedback is given during presentation time.

8. A report is also sought from the client re their level of satisfaction with the final product. This report will be an important factor in deciding the final grade, but will not be the sole determinant. (Experience has shown that some teams’ work is not academically strong but meets with client’s acceptance. On the other hand, some projects don’t achieve client’s acceptance in spite of their actual achievement being very good. Often this is a function of the complexity of the task).

**VII HEALTH AND SAFETY**

Most project work can be undertaken at AIS St Helens using AIS St Helens facilities. However, in the event that the client’s expectation or the nature of the project require that the students be on site at the project partner’s premises, the project partner undertakes to ensure that the students’ work environment complies with Occupational Safety and Health requirements, and that they receive adequate resource and mentoring assistance to enable them to complete the project. In this event, the supervisor should visit the premises at the beginning of the project to see the work environment of the students.

**VIII INTELLECTUAL PROPERTY**

The intellectual property rights for the output produced by the project team rest with the Project Partner. There is no obligation on the Project Partner to provide financial remuneration for this output. This does not prevent the Project Partner from reimbursing the Project Team for reasonable expenses incurred in carrying out the project.

**IX CONFIDENTIAL / PRIVACY ISSUE**

The project team may have the opportunity to touch on some confidential and sensitive business information. The project team members will take full responsibility in securing such data, and insuring zero access to any third parties. Therefore, such data shall never be used for any other purpose which might cause conflict of interest with the project partner.

**X PROBLEM/DISPUTE RESOLUTION**

In the event that problems or disputes arise in the course of the project that cannot be worked out with normal discussion, the mentor will discuss these with the supervisor. If this does not result in a satisfactory resolution, the issue may be taken up between the Project Partner and the Industry Project Sub-committee.

**XI ATTESTATION**

We the undersigned acknowledge our understanding of an agreement to the conditions set out above.

For Project Partner For AIS St Helens

Name: Name:

Position: Position:

Signed: Signed:

Date: Date:

# Appendix B – MoU for GDIT (Template)

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**<Name of Business run by Project Client>**

**AND**

**PROJECT TEAM MEMBERS**

**OF**

**THE INFORMATION TECHNOLOGY PROGRAMME**

**AT**

**AIS ST HELENS**

**Project Team Members:**

**1.**

**2.**

**3.**

**4.**

**(Names)**

Dated:

**I PARTIES**

This agreement is between <name> of <name of business organisation>, hereafter known as the Project Client, the Information Technology Department of AIS St Helens, hereafter known as the Provider, and the students comprising the membership of the Project Team.

**II OBJECTIVE**

The objective of this agreement is to set forth the understanding of the mutual rights and responsibilities of each party who is a signatory to this agreement. The objective of the collaboration is to provide an educational opportunity for the members of the project group to fulfil part of the requirement for the award of the Graduate Diploma in Information Technology by working with the Project Client to provide an IT solution to a business problem.

**III CONTEXT**

The students are all enrolled in the Graduate Diploma of Information Technology (GDIT) programme at AIS St Helens. This programme was designed by AIS St Helens and has been approved by the New Zealand Qualifications Authority. AIS St Helens has also been accredited by NZQA to deliver the qualification.

The GDIT is a one-year full-time graduate diploma programme. Students complete eight courses each weighted as 15 credits. The Live Industry Project course 7.302 is the capstone course of the GDIT and is reserved until the last semester of study. It is weighted as two courses. In the graduate diploma, students complete 7.301 Project Management course and the Live Industry Project course, and a specialisation cluster of five other courses.

**IV PROJECT**

In the Live Industry Project, students are formed into project teams in roles which reflect the contributions they can make from their respective specialisations.

The Project Client the Project Team, and the Student Supervisor meet to discuss the nature of the project and agree on the deliverables.

**V ROLES AND EXPECTATIONS**

The Project Client is expected to assign a mentor from within their organisation to coordinate with students regarding the project. Students are expected to meet with the mentor weekly to consult regarding Project Client expectations, and to give an update on progress. The Provider provides a member of staff to act as a supervisor. Students are each allocated one hour per week of supervision time with the supervisor. In a group of four, that means they have four hours per week of collective supervision which may be used individually or as a group. Students have access to the supervisor for advice outside this time, but this is a regular accountability session to discuss progress towards project completion.

**VI PROCESS**

The process is set out as follows:

1. Projects are sourced with potential project clients.

2. Before projects are made available to students, the Industry Project Sub-committee (Project Coordinator and supervisors) vets the projects to assess their suitability in terms of their alignment with students’ abilities and the objectives of the Live Industry Project course.

3. Project students attend a presentation by potential project clients regarding available projects at the beginning of the semester. Students prepare their CVs and submit three choices in order of preference. Project groups will normally have three to four students.

4. The Industry Project Sub-committee meets to match applications with projects, taking account of project complexity and students’ abilities. Teams are set up, supervisors assigned, and projects allocated. If they wish, project clients are able to check CVs and even interview teams.

5. All project students and supervisors meet once a week as a group to discuss progress and problems. Additionally, each supervisor is required to organise a weekly meeting with their project team. Supervisors will check each student’s weekly journal and the project group meeting minutes to ensure each student is participating actively.

6. The Project Client normally designates a dedicated person (mentor) from their organisation to coordinate with and provide relevant support to the project group during the whole development cycle. Contact either face-to-face or via e-mail is made at least weekly to report progress and discuss issues. A record of these contacts should be part of the project documentation.

7. At end of the semester, project teams present and demonstrate their systems to their peers and to members of the Industry Project Sub-committee. Feedback is given during presentation time.

8. The Client side mentor will not be responsible for teaching, assessment, or the recording of marks. A report is sought from the client regarding their level of satisfaction with the final product. This report will be a factor in deciding the final grade, but the responsibility for teaching, assessment, and recording of marks lies solely with the Project Supervisor and the members of the Final Project Sub-committee.

**VII HEALTH AND SAFETY**

Most project work can be undertaken at AIS St Helens using AIS St Helens facilities. However, in the event that the client’s expectation or the nature of the project requires that the students be on site at the project client’s premises, the project client undertakes to ensure that the students’ work environment complies with Occupational Safety and Health requirements, and that they receive adequate resource and mentoring assistance to enable them to complete the project. In this event, the supervisor should visit the premises at the beginning of the project to see the work environment of the students.

**VIII INTELLECTUAL PROPERTY**

The intellectual property rights for the output produced by the project team rest with the Project Client. There is no obligation on the Project Client to provide financial remuneration for this output. This does not prevent the Project Client from reimbursing the Project Team for reasonable expenses incurred in carrying out the project.

**IX CONFIDENTIAL / PRIVACY ISSUE**

The project team may have the opportunity to touch on some confidential and sensitive business information. The project team members will take full responsibility in securing such data, and insuring zero access to any third parties. Therefore, such data shall never be used for any other purpose which might cause conflict of interest with the project partner.

**X PROBLEM/DISPUTE RESOLUTION**

In the event that problems or disputes arise in the course of the project that cannot be worked out with normal discussion, the mentor will discuss these with the supervisor. If this does not result in a satisfactory resolution, the issue may be taken up between the Project Client and the Industry Project Sub-committee.

**XI ATTESTATION**

We the undersigned acknowledge our understanding of an agreement to the conditions set out above.

For Project Client For AIS St Helens

Name: Name:

Position: Position:

Signed: Signed:

Date: Date:

# Appendix C - Oral Presentation Marking Criteria

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_

Topic of Presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Content structure / ideas** | **4 – Excellent** | **3 – Good** | **2 – Fair** | **1 – Poor** |
| Focus | Purpose of presentation is clear from the outset. Supporting ideas maintain clear focus on the topic. | Topic of the presentation is clear.  Content generally supports the purpose | Presentation lacks clear direction. Big ideas not specifically identified. | No focus at all. Audience cannot determine purpose of presentation. |
| Organization | Student presents information in logical,  interesting sequence that audience follows | Student presents information in logical  sequence that audience can follow | Audience has difficulty following because student jumps around. | Audience cannot understand because there  is no sequence of information |
| Visual Aids | Visual aids are readable, clear and professional looking, enhancing the message. | Visual aids are mostly readable, clear and professional looking. | Significant problems with readability, clarity, professionalism of visual aids. | Visual aids are all unreadable, unclear and/or unprofessional. |
| Question & Answer | Speaker has prepared relevant questions for opening up the discussion and is able to stimulate discussion. | Speaker has prepared relevant questions for  opening up the discussion and is somewhat able to stimulate discussion | Speaker has prepared questions but is  not really able to stimulate discussion | Speaker has not prepared questions |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language and Delivery** | **4 – Excellent** | **3 – Good** | **2 – Fair** | **1 – Poor** |
| Eye Contact | Holds attention of entire audience with the use of direct eye contact, seldom looking at notes | Consistent use of direct eye contact with audience, but often returns to notes | Displays minimal eye contact with audience, while reading mostly from the notes. | No eye contact with audience; entire presentation is read from notes |
| Enthusiasm | Demonstrates a strong, positive feeling about topic during entire presentation. | Mostly shows positive feelings about topic. | Shows some negativity toward topic presented. | Shows no interest in topic presented. |
| Elocution | Student uses a clear voice so that all audience members can hear presentation | Student’s voice is clear. Most audience members can hear presentation. | Student’s voice is low. Audience has difficulty hearing presentation. | Student mumbles, speaks too quietly for a majority of audience to hear. |
| Time Management | Students start and finish presentation in time, | Students start presentation in time and could not finish in time, | Students could not star presentation in time but they finish in time, | Students could not start and could not finish presentation in time, |
| Environment set up | files student need for the presentation are opened and placed in one folder on the computer and computer link to the projector | files they need for their presentation are not opened or not placed in one folder on the computer and computer link to the projector | files they need for their presentation are not opened and not placed in one folder on the computer and computer link to the projector | files they need for their presentation are not opened or not placed in one folder and the computer is not link to the projector |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical** | **4 – Excellent** | **3 – Good** | **2 – Fair** | **1 – Poor** |
| Knowledge | Demonstrate clear knowledge and understanding of the subject | Show clear knowledge and understanding of most subject area | Show some knowledge and understanding of the subject area | Show no knowledge and understanding of the subject area |
| Research | Evidence of thorough research and preparation | Evidence of sufficient research and preparation | Evidence of some research and preparation | Evidence of no research and preparation |
| Discussion of new ideas | Demonstrate thorough knowledge while discussing new ideas | Show sufficient knowledge while discussing new ideas | Show some knowledge while discussing new ideas | Show no knowledge while discussing new ideas |
| Argument | Opinion set out in a concise and persuasive manner | Opinion is not concise and persuasive manner | Opinion is clearly demonstrated but not persuasive | Opinion is not demonstrated or highlighted |
| Questions | Responded very well to technical questions | Could answer most technical questions related to the presentation | Could answer some technical questions related to the presentation | Could not answer any technical questions related to the presentation |

*Adapted with enhancement from © 2004 National Council of Teachers of English/International Reading Association*

# Appendix D - Course Outline Brief

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **7.302 Live Industry Project** | | | | | |
| **NQF Level:** | 7 | | | | |
| **Prerequisites** | 7.301 Information Technology Project Management and four courses from the major | | | | |
| **Course aim** | To gain industrial experience through IT development work in industry environment. | | | | |
| **Learning outcomes** | On successful completion of the course, students should be able to:   1. analyze client requirements using current analysis techniques 2. apply appropriate project control techniques in industry environment 3. produce a comprehensive project plan for industrial project, apply the principles of task management, resource management, risk management, project tracking and project tools in industry environment 4. implement the industry project following the appropriate SDLC 5. develop and submit all relevant documentations 6. develop both IT and soft skill, including team working, communication, presentation, report writing | | | | |
| **Course content** | * Implementation of the live project as expected. * Developing and delivery of relevant document / report at each stage as required. * Research and analysis for the project purpose. * submission on time of regular progress report, meeting minutes and individual journal * Achieve all milestones in the project development process * Presentation of team achievement and individual contribution | | | | |
| **Suggested Learning and teaching strategies** | * Meeting with clients for requirements gathering * Interview with user of the proposed application * Supervisor meeting * Common meeting with other teams and supervisors * Team presentations | | | | |
| **Assessments:** | **Component No.** | **Description** | **Weighting (%)** | **Due time** | |
| **GDIT (1 sem)** | **BIT (2 sem)** |
| 1 | Proposal Report and Presentation | 10 | Week 3 | Week 3 |
| 2 | Initial System Requirements Specifications and Analysis Report (**SW**), or Initial System Requirements and Analysis Report (**NW**) | 20 | Week 5 | Week 6 |
| 3 | Design and prototype presentation | 10 | Week 8 | Week 9 |
| 4 | Project final Report | 20 | Week 12 | Week 12, 2nd sem |
| 5 | Final product (application / system) | 30 | Week 12 | Week 12, 2nd sem |
| 6 | Poster and final presentation of the product | 10 | Week 13 | Week 13, 2nd sem |
| **Recommended Text** | Individual readings depending upon the project undertaken. | | | | |
| **Note** | **To pass the final project, student must achieve a minimum 50 of the overall achievement and the minimum 50% of component 5.** | | | | |

# Appendix E – SR and Analysis Report (Template)

“Project Name”SRS Template

1. Overall Description.

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| --- |
| Topics under this section provide a **summary** of the requirements that the product must satisfy and restrictions that it must observe (for example, legal constraints). Topics in this section must serve as a **background** to the next section, Specific Requirements. Therefore, they must avoid detail.  1.1 Product/System Functions.  A summary of the major functions of the product/system. The summary should be organized in a manner comprehensible to the target audience.  1.2 User Characteristics.  A general description of target users, their expected level of expertise and the necessary training.  1.3 Constraints.  A general description of factors that would limit the functionality of the product, including regulatory requirements, safety regulations, hardware and software limitations, reliability, et cetera.  1.4 Priority of Requirements.  Describes what set of requirements are to be given priority and what requirements are slated for the future. |

2. Specific Requirements.

|  |
| --- |
| This section specifies each requirement in **detail**. The statements must be unambiguous, clear, and consistent enough for developers to design and build the system to exact specifications. Each requirement must be written in a manner that a simple “yes/no” answer can verify it. (In intermediate questionnaires, however, the verifiers must be able to qualify their answers with an explanation) see requirements verification template  Depending on the target audience and the purpose, this section may be organized by hardware, software, security features, etc.  2.1 Hardware and Software Requirements.  Provides detailed requirements and prerequisites on the product’s.  2.2 Security Requirements.  Provides detailed requirements on Security features of the product.  2.3 Performance Requirements and Systems Attributes.  Provides detailed performance requirements. Performance requirements must be stated in measurable terms and must be stated in a manner that is verifiable. Specifies attributes These requirements are:  a) Reliability.  b) Availability.  c) Security.  d) Maintainability. |

# Appendix F – Client Feedback Form (Template)

**Date: -- / -- / --**

**Client Feedback form**

Your details (this information is optional, but we would like to get back to you with how we have addresses your feedback)

|  |
| --- |
| Name |
| Address |
|  |
| Phone ( ) Email or Fax |

Please explain your suggestion regarding service / product in space below. If you need more room, feel free to attach extra information to this form.

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Other Comments

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Client Signature

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# Appendix G Project Client Acceptance and Sign-Off Form

|  |  |
| --- | --- |
| **Project Name:** |  |
| **This Document is Issued by:** |  |
| **Date:** |  |

The project outcome has been measured against its acceptance criteria and has been formally accepted on behalf of the client.

Unless otherwise noted, the project may now be closed.

|  |
| --- |
| **Additional Comments related to the Client’s Acceptance:** |
| **Key metrics achieved:** |
| **Recorded Shortfalls and Key Lessons Learned (list, if any):** |

Sign-off:

\_\_\_\_\_\_ Date: \_

Client

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Project Manager

# Appendix H - IT Live Project Achievement Report (Template with example)

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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **IT Live Project Achievement Report** | | | | | | | | | | | | | | | | | | | | **Project Title:** | |  |  |  | |  | | |  |  |  | | **Duration:** | | |  | |  | | | **Supervisor:** | | | | | | | | | | | | | | | | | | | | | **Project Team Information** | | | | | | | | | | | | | | | | | | | | | **No** | **Student ID** | | **Student Name** | | | | **Role** | | | | | | | | | | | | | 1 |  | |  | | | |  | | | | | | | | | | | | | 2 |  | |  | | | |  | | | | | | | | | | | | | 3 |  | |  | | | |  | | | | | | | | | | | | | 4 |  | |  | | | |  | | | | | | | | | | | | | 5 |  | |  | | | |  | | | | | | | | | | | | |  |  | |  | |  |  | |  |  |  |  |  |  |  |  | | |  | | | **Component** | **Description** | | **Maximum** | | **Team Achievement** | **Student 1** | | | **Student 2** | | **Student 3** | | **Student 4** | | **Student 5** | | | | | | Contribution (%) | | Achievement | Contrib-ution (%) | Achievement | contribution (%) | Achievement | contribution (%) | Achievement | Contribution (%) | | Achieve-ment | | | | 1 | Proposal Report and Presentation | | 8 | | 8 | 40 | | 8 | 30 | 6 | 20 | 4 | 10 | 2 |  | |  | | | | 2 | Initial System Requirements Specifications (SRS) and Analysis Report | | 20 | | 18 | 25 | | 18 | 25 | 18 | 25 | 18 | 25 | 18 |  | |  | | | | 3 | Design and prototype presentation | | 10 | | 7 | 30 | | 7 | 30 | 7 | 20 | 4.67 | 20 | 4.67 |  | |  | | | | 4 | Project final report | | 16 | | 18 | 25 | | 18 | 25 | 18 | 25 | 18 | 25 | 18 |  | |  | | | | 5 | Final product (application / system) | | 30 | | 27 | 30 | | 27 | 30 | 27 | 20 | 18 | 20 | 18 |  | |  | | | | 6 | Proposal Presentation (Individual Mark) | | 2 | |  |  | |  |  |  |  |  |  |  |  | |  | | | | 7 | Final Report Reflection Sec (Individual) | | 4 | |  |  | |  |  |  |  |  |  |  |  | |  | | | | 8 | Poster and final presentation of the product (Individual) | | 10 | |  |  | |  |  |  |  |  |  |  |  | |  | | | | **Total** |  | | **100** | | **86** |  | | **83** |  | **81** |  | **71** |  | **69** |  | |  | | | |  |  | |  | |  |  | |  |  |  |  |  |  |  |  | |  | | | | Note: |  | |  | |  |  | |  |  |  |  |  |  |  |  | |  | | | | 1 | Final project sub-committee will advise the overall achievement of the project team | | | | | | | | | | | | | | | | | | | 2 | Supervisor will recommend Team Achievement for each component | | | | | | | | | | | | | | | | | | | 3 | Supervisor will recommend each student's contribution to each component (percentage), with a total of 100% contribution from all team members | | | | | | | | | | | | | | | | | | | 4 | Team members could have peer evaluation for each member's contribution, which could be used as reference to supervisor's recommendation | | | | | | | | | | | | | | | | | | | 5 | For each component, the student with the most contribution will have the top achievement which is the team's achievement of the component | | | | | | | | | | | | | | | | | | | 6 | For each component, the student without the most contribution will have the appropriate achievement based on the percentage of the individual contribution over the top one | | | | | | | | | | | | | | | | | | |