

**INFORMATION TECHNOLOGY PROGRAMME**

**COURSE OUTLINE**

**7.302 LIVE PROJECT**

SEMESTER 1, 2014

**COORDINATOR**

### **Kabas Albakry**

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**AIM**

To bridge the gap between the current academic environment and the expected professional workplace environment.

To gain industrial experience through IT development work in an industry environment.

**LEARNING OUTCOMES**

On successful completion of the course, students should be able to:

1. Analyse client requirements using current analysis techniques.
2. Identify and relate whenever required appropriate project control techniques in an industry environment.
3. Produce a comprehensive project plan for an 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 project management framework and SDLC.
5. Produce all relevant documentation.
6. Develop both IT and workplace soft-skills including working in groups, writing formal reports, carrying out individual research and/or delivering oral presentations.

# Common meeting and presentation date and times

TBA via emails

**PREREQUISITES**

Four courses for specialisation and 7.301

**TASKS TO BE ACHIEVED**

1. Implementation of the live project as expected.
2. Development and delivery of relevant documents / reports at each stage of the project as required.
3. Research and analysis for the project purpose.
4. On-time submission of regular progress reports, meeting minutes and individual journals.
5. Achieve all milestones in the project development process.
6. Presentation of team achievement and individual contribution.

**COURSE ASSESSMENT**

Coursework/final submission ratio: 70%:30%

Assessment is based on the following:

* Course work (70%)

Proposal Report and Presentation 10%

Initial System Requirements Specifications & Analysis Report 20%

Prototype design and presentation 10%

Final product (application / system) 30%

* Final (30%)

Project final report 20%

Poster or final presentation and Demo of the product 10%

**Final Presentation and Product Demonstration**

Presentations are to be conducted in week 12 and13 covering the subject matter following the assessment matrix.

The presentation will be assessed based in the Oral Presentation Marking Criteria, refer to appendix C of the project document

**COURSE DURATION**

**BIT** The course will be conducted over a 26 week period. The day, time and venue for client meetings, supervisors meetings and presentations are to be scheduled and announced weekly

**GDIT** The course will be conducted over a 13 week period. The day, time and venue for client meetings, supervisors meetings and presentations are to be scheduled and announced weekly

# Students will demonstrate achievement of the learning outcomes in accordance with the following matrix:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Learning outcome | Proposal presentation | SRS and analysis report | Prototype design and presentation | **Final product** | Final report | Final presentation and Demo. |
| Analyse client requirements using current analysis techniques | X | X | X |  | X |  |
| Identify and relate appropriate project control techniques in an industry environment |  |  |  | X | X |  |
| Produce a comprehensive project plan for an industrial project, apply the principles of task management, resource management, risk management, project tracking and project tools in industry environment | X | X |  |  | X |  |
| Implement the industry project following the appropriate SDLC |  |  | X | X |  |  |
| Produce all relevant documentation | X | X | X |  | X | X |
| Develop both IT and workplace soft-skills including working in groups, writing formal reports, carrying out individual research and/or delivering oral presentations | X | X | X | X | X | X |

**RESOURCES AND READINGS**

## Prescribed Textbook

There is no prescribed text. Materials are available online, based on the project nature, students may contact their supervisors for further help.

**Digital Information Sources:**

Students are required to use other resources such as scholarly journals, magazines and newspapers. Many scholarly journals are available on electronic databases such as ProQuest and Ebsco, which are accessible through the AIS library website: <http://aislibrary>. Contact the AIS librarian to obtain a password to access the electronic databases.

**COURSE SCHEDULE**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Topics** | **Resources** | **Notes** |
| Week 1 | * Course introduction * Project document overview * Peer evaluation form and marks allocation process * Client first meeting | Handout | All project assessment and guidelines released |
| Week 2 | * Students do project initiation activities * Draft proposal submission and feedback |  |  |
| Week 3 | * Proposal report signoff and **Presentation** |  | Proposal due and presentation |
| Week 4 | * Students develop Initial System Requirements Specifications * Students develop Analysis Report |  |  |
| Week 5 | * Students develop Initial System Requirements Specifications * Students develop Analysis Report * GDIT, design and implementation |  | **SD,GDIT** Presentation, Database design  SRS  Use case, Class, Sequence, state, activity diagrams  **NW, GDIT** Presentation, System Req, System model,  Deployment plan,  Recommended solution |
| Week 6 | * GDIT, design and implementation * BIT, finalise and present requirements and analysis |  | **SD,BIT** presentation, Database design  SRS  Use case, Class, Sequence, state, activity diagrams  **NW, BIT** presentation, System Req, System model,  Deployment plan,  Recommended solution |
| Week 7 | * GDIT, design and implementation * BIT, design and implementation |  |  |
| Week 8 | * GDIT, initial UI design completion |  | **All GDIT**, design, prototype presentation during the common meeting.  Presentation to client |
| Week 9 | * BIT, initial UI design completion |  | **All BIT**, design prototype presentation during the common meeting.  Presentation to client |
| Week 10 | * GDIT, implementation * BIT, implementation |  | **All GDIT**, present progress to client and collect feedback |
| Week 11 | * GDIT, refinement and implementation * BIT, implementation |  | **All BIT,** present progress to client and collect feedback |
| Week 12 | * GDIT, pre-final presentation * BIT, refinement and implementation |  | **All GDIT** pre-final presentation during the common meeting  and also presentation to client |
| Week 13 | * GDIT, product refinement * GDIT, final presentation * GDIT, submit final product and final report * BIT, implementation |  | **All GDIT** **final presentation and project documentation submission** |
| Week 14 | * BIT, implementation |  |  |
| 2nd Sem  Week 1 | * BIT, implementation |  | **All BIT,** report to supervisor and review plan for second semester |
| 2nd Sem  week 2 | * BIT, implementation |  | **All BIT**, progress presentation |
| 2nd Sem weeks 3-10 | * BIT, implementation * BIT students, present project progress at least twice to client and during the common meeting * BIT, document feedback |  | At least two presentations |
| 2nd Sem week 11 | * BIT, pre final presentation |  | **All BIT** presentation during the common meeting  and also to client |
| 2nd Sem  Week 12 | * BIT, product refinement * BIT, final presentation * BIT, submit final product and final report |  | **All BIT** **final presentation and project documentation submission** |

**STUDY EXPECTATIONS**

1. Students taking this course are expected to attend all client meeting, supervisor meetings and common meeting, project presentations and complete all tasks on time. The course is progressive and cumulative in nature, with later tasks expanding on, and assuming completion of previous tasks.

2. The project is team work, however every team member will be evaluated based on his/her own achievement, thus every student must **individually** and **confidentiality** fill in and sign the IT Live Project Achievement form (refer to appendix I for SD or H for NW of the project document). This peer evaluation form must be submitted to the **programme administrator (Kar Wen).**

4. Unless with the prior agreement of the project supervisor, all team members are expected to gain the knowledge related to all live project activities.

5. In assigning marks, the supervisor will be guided by his/her own observation over the project development period, student’s journals and learning reflection, peer evaluation forms and any other available evidence. If there are any difficulties in following this procedure, students must consult with their supervisors or project coordinator.

6. Each team member is expected to write his/her own weekly journal. These journals must be sent to supervisors every Friday via emails, failing to email your weekly journal (in time) for the first time will incur a penalty of 5% marks deduction from the Final report results, same will be applicable if you fail to email you weekly journal (in time) for the second time. If you fail to email the journal ( in time) for three times during the semester you will be given zero mark for the Final report, this will result that you will be **failing** the project course, you may refer to **item 14** for more details.

7. It is student’s responsibility to build a professional working relationship with the client and the supervisor. These two relationships are the real key to your success. Keep all parties informed, copy your supervisor and team members all of your communications with clients and with each other.

8. For GDIT students, the course will be conducted over 12 weeks. For BIT students the course duration is 26 weeks. All project students and supervisors meet once a week as a group to discuss progress and problems. In addition, each supervisor will 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 actively participating.

9. The 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, via e-mail or phone is made at least weekly to report progress and discuss issues. A record of these contacts should be part of the project documentation.

10. 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 and client. Feedback is given during presentation time.

11. All presentations may be recorded and made available for future students for training purposes

12. All team members must adhere to the dress code, personal grooming and hygiene expectations. For presentations and client meeting, our dress code is 'smart casual'.

13. Without prior permission from the supervisor, and/or a medical certificate, academic deliverables (assignments) handed in after the due date will incur a penalty of 5% per day (or part of a day) for four days. After four days a zero mark will be recorded. If students have concerns about their ability to meet a deadline, they are advised to consult with the supervisor before the due date.

14 You are expected to attend all client meetings, supervisor meetings and presentations as advised; all absences will be recorded against your attendance record.

15. To pass the course, students must achieve a minimum of 50% overall, with a minimum of 50% required in the final product and the final report. Student grades will consist of 70% contribution from coursework and 30% from the final report and presentation.

16. Students must not plagiarise. Plagiarism means presenting the work of another as one’s own work. It is an act of dishonesty which violates the obligation of students to act towards each other in good faith, reflects badly on the personal integrity of the student, and damages the academic integrity of the entire institution. It may take the form of word-for-word copying, or of paraphrasing another person’s work. It involves presenting the result of such copying for assessment as if it were the student’s own work. On some assignments it is acceptable to quote the work of others as long as the quotation is acknowledged and fully referenced as to its source.

Any students found guilty of plagiarism or other forms of cheating will be referred to the student disciplinary committee and will face possible penalties ranging from zero grades to suspension from AIS.

17. Students are expected to contribute to and actively participate in client meetings, presentations and all other project activities, drawing on their knowledge and experience of language learning and acquisition.

18. Students who withdraw from the course by the end of week 5 will receive the annotation WD (withdrawn) on their academic transcript. Students who withdraw after this time will receive the annotation E (not complete) on their transcript, which is treated as a failing grade.

**Attendance**

**International students** are required by Immigration New Zealand (INZ) to have 100% attendance, in accordance with the conditions of their full-time student visas. Legitimate absences (e.g. sickness) with documentary evidence (e.g. a doctor’s certificate) will not be counted as failing to meet the attendance requirement.

In an environment where **domestic student** numbers are subject to strict government controls, the best way to guarantee an ongoing place in the programme is to attend 100%, work hard and pass all courses. Students who are poor attendees and poor performers risk losing their place in the programme.