SCIT

School of Computing and Information Technology
Faculty of Engineering & Information Sciences

SIM Session 3, 2022 and SIM Session 4, 2022
Subject Outline
CSIT321 – Project

Subject Organisation

Subject Coordinator/Lecturer:	Various
Email:	Various
Subject Moderator :	Professor Willy Susilo
Credit Points:	12 credit points
Duration:	2 sessions
Lecture Times & Location:	Refer to SIMConnect

The University uses the eLearning system Moodle to support all coursework subjects.

Students should check the subject's Moodle site regularly as important information, including **details of unavoidable changes in assessment requirements will be posted from time to time** http://www.uow.edu.au/student/. Any information posted to the web site is deemed to have been notified to all students.

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to http://www.uow.edu.au/dvca/bala/analytics/index.html

Subject Description

This subject is the capstone project for students in Computer Science and Information Technology it aims to provide students with: practical experience in complete systems development. The projects connect groups of students with supervisors and clients that are facing an ICT-based problem for which

the students are required to find innovative and creative solutions. Working in groups, students design, implement, and document a system. This involves: project planning and scheduling, seminars and individual presentations, group coordination, research of proposed application domain, use of design methodologies, design documentation, coding, module and system integration, testing, verification, and implementation. Teams will meet weekly with supervisors to discuss progress and problems.

Subject Learning Outcomes

This subject will develop the student's ability to:

1. Define, design, program and document an industry-related ICT project.
2. Communicate effectively with supervisors, clients, users and other stakeholders.
3. Describe and carry out processes involved in planning, project management and including cost benefit and needs analysis.
4. Employ problem solving skills in small groups.
5. Consolidate, synthesise knowledge and apply factors that need to be considered in complete systems design.
6. Use relevant design and evaluation methods and detailed planning for the maintenance of the designed system.
7. Apply a professional and ethical approach to decision making and related social responsibilities in IT and software project.

Recent Improvements

The School is committed to continual improvement in teaching and learning and takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Student Services and the Faculty Central, and responses to the Subject Evaluation Surveys. This information is also used to inform comprehensive reviews of subjects and courses.

Attendance Requirements

It is the responsibility of students to attend both lectures for this subject.

Method of Presentation

A list of projects offered will be available at the SIM Portal prior to the start of the session. The selection form must be returned via email to bernardsin@sim.edu.sg on or before the submission due date for confirmation of the selected topics. Students and Supervisors will be informed of the confirmed groups and topics assigned upon confirmation from UOW. For students who fail to submit their preferred topics by the scheduled deadline, topics will be randomly assigned to them, or excluded from the project for that term.

The team will design, implement and document a solution for one of the proposed projects. Teams should meet as per the schedule with supervisors (see below) to discuss progress, project design issues and problems. Team size is typically from 3 to 6 members but will vary with the project. A group that has less/more group members need to seek an approval from the subject coordinator for an extreme case. It is at the discretion of the coordinator in negotiation with the supervisors to decide on final project allocations.

A 3-hour lecture will be given in Weeks 1 & 11. The lectures will involve description of deliverables, tutorials on project development and description of documentation and techniques/ processes to ease the software development process. Attendance at lectures is **COMPULSORY**.

The team should meet for at least two hours in each of the specified weeks in both **Session 4, 2021** and **Session 1, 2022**. The first hour of each of the specified weeks should be a team meeting (group members only), and the second hour should be organised at a time which suits the supervisor. It is advised that the group meeting should happen before the Supervisor's meeting. During the meeting with the Supervisor, students will be assessed based on the project plan that will be discussed with the Supervisor on Week 1 (i.e. in the first meeting). Marks will be awarded progressively based on the progress of the project.

Students are expected to undertake private study in order to fully understand and integrate all the material covered in this unit.

Lecture Schedule

Lecture	Lecture topic	Textbook chapters
1	Introduction	N/A
2	Mid-session assessment – Prototype demo	N/A

The lecture schedule is subject to variation.

Subject Material

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings.

Textbook

There is no set textbook for this subject.

References

1. ACS (2014) *ACS Code of Professional Conduct* [Available at: https://www.acs.org.au/content/dam/acs/rules-and-regulations/Code-of-Professional-Conduct_v2.1.pdf]
2. Pinto, J. K. (2015) *Project Management Achieving Competitive Advantage 4th Ed*, Pearson Prentice Hall: Boston.
3. Schwalbe, K. (2016) *Information Technology Project Management 8th Ed*, Cengage Learning: Boston.

Assessment

This subject has the following assessment components and the due dates may subject to change.

Assessment Items & Format	% Of Final Mark	Group/ Individual	Due Date	Subject Learning Outcomes	Criteria To Assess Item

Project requirements documentation	10%	Group	Week 5 **14 May 2022**	3-5, 7	Marking Rubric (Knowledge, Quality, Innovation)
Project progress presentation – Prototype demo (approx. 20mins)	10%	Group	Week 11 **25 June 2022**	1-5, 7	Marking Rubric (Knowledge, Quality, Innovation)
Project progress report	15%	Group	Week 11 **25 June 2022**	1-5, 7	Marking Rubric (Knowledge, Quality, Innovation)
Final product and documentation	45%	Group	Week 19 **20 August 2022**	1-5, 7	Marking Rubric (Knowledge, Quality, Innovation)
Reflective diary	5%	Individual	Week 19 **20 August 2022**	3,4,6,7	Level of Understanding
Final presentation (approx. 30mins)	15%	Group	Week 20 **27 August 2022**	1-5, 7	Marking Rubric (Knowledge, Quality, Innovation)

Notes on Assessment

Plagiarism may result in a FAIL grade being recorded for that assignment.

a) Groups seeking to submit material late should follow the standard university procedure. They will also need to keep the subject coordinator and their client/supervisor informed.

b) Failure to complete assessable tasks may result in an F or TF grade being recorded.

c) All assessable documents must be submitted according to the format specified in lectures and/or in the instructions on UOW Moodle posted by the subject coordinator. Each assessment task MUST be submitted to the CSIT321 Subject Coordinator.

d) Feedback on submitted assessable items will be provided electronically via the subject coordinator. Additional feedback can be obtained from the coordinator and your supervisor in group meetings.

f) Groups need to keep agendas and minutes from all formal meetings along with a description of activities to be performed by each member.

h) At the end of each session, each group member will be required to review other group members' performance. The subject coordinator to gain an understanding of individual participation and contribution towards the project will use this information in determining final marks. Group members will not necessarily be given the same marks.

Project Requirements Documentation

A requirements specification is required for the project. This is your opportunity to clearly specify, in agreement with your supervisor, the:

- Base requirements of the project.
- Additional requirements which are considered "nice to have's".
- Stretch goals.

This document is to be submitted for review to obtain an estimate of the level of difficulty and appropriateness of the project. Groups may be advised to revise and resubmit their requirements. Should the requirements change significantly after submission of this document it is the responsibility of the group to advise the subject coordinator (and their client/supervisor).

Progress Presentation and Report

Groups should report on their progress to the subject coordinator and project supervisor. The report and presentation (approx. 20mins) should include:

- Interface design ideas created in a tool such as Axure RP, Adobe XD, Sketch, etc.
- Preliminary website designed to be used for external marketing of your project group and the system being developed.
- Planning documentation that describes architectural and design aspects of the project.
- A basic working prototype demonstrating some functionally of their system

It is expected that significant progress is made between the end of the first session of the project and the start of the second session of the project.

Final Product, Documentation, and presentation

All documentation should be submitted to the subject coordinator and your supervisor/client. Executable and binaries need to be provided, along with the documentation (this can be on a USB drive if the files exceed the space on UOW Moodle). ALL group members must contribute a reasonable amount, determined by the group's supervisor and subject coordinator, to the implementation i.e. code of the project and/or documentation. Failure to do so may result in a TF or WH grade being assigned to students who do not comply.

The precise format and content of the final project documentation may vary from project to project. Consequently, the requirements of documentation should be discussed in detail with your supervisor and the subject coordinator. The final submitted project must include (at minimum) the following items to achieve a pass grade or better:

- Source code
- User manual
- Technical report/manual

- Testing documentation
- Final website (for marketing purposes)

The Final Product and Documentation must be signed off by the client and/or supervisor before submission. If the system does not meet the initial requirements a Withheld (WH) mark can be awarded until the system is to the satisfaction of the client and/or supervisor.

Groups are required to give formal presentations (approx. 30mins) at the completion of the project for assessment. Groups should insure that these presentations match the image of the project group's public presence.

Individual reflective diary

Individual reflective diaries need to record your own activities. These entries must be completed on a weekly basis. The content of the diary should be a record that includes (and not limited to) your individual inputs, contributions and efforts in any form leading towards the completion of the final product / project.

Contribution

Upon completion of the project, group member will be required to evaluate their fellow group members' contribution by completing the '**Peer Assessment & Group Work Contribution**' form. This peer evaluation will be considered by the supervisor and assessor to determine the final mark for participation and contribution of individual member for the project.

Method of Submission of Assessment Items

Work will usually be submitted through UOW Moodle. The **Final Product and Documentation** can be submitted on USB to the supervisor and subject coordinator where the size of the files exceed the maximum size on UOW Moodle.

Arrangement for acknowledging submission of written work

Acknowledgement of submission will occur electronically through Moodle.

Procedure for the return of assessment items

Assessment of assignments will be done electronically on Moodle.

Procedure for the retention of assessed work

The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

Assessment General

Submission of assessment items via email will not be accepted.

Student contributions to tutorial and/or seminars

Not applicable.

Assessment task is set up to be checked by Turnitin

This subject does not use Turnitin.

Assessment Quality Cycle

The University of Wollongong is committed to the quality assurance and quality enhancement of assessment. The University will meet its legislative and regulatory obligations, to ensure consistent and appropriate assessment through course management and coordination, including assessment quality assurance procedures. An Assessment Quality Cycle is used to describe quality assurance at the points of assessment design, assessment delivery, the declaration of marks and grades, and review and improvement activities.

Referencing System

The type of referencing system to be used for written work is as follows:

- the Author-Date (Harvard) referencing system is the University's default referencing system to be used in the absence of a documented faculty/school preferred referencing style. Refer to the Library Referencing and Citing link: https://www.uow.edu.au/student/learningcoop/referencingciting/index.html

Internet Resources

Use of internet resources must be referenced clearly in your work and is permitted as long as intellectual property, privacy and other relevant policies are followed.

Technical Fail

To be eligible for a Pass in this subject a student must achieve a mark of at least 40% in the **Final Product and Documentation**. Students who fail to achieve this minimum mark and would have otherwise passed may be given a TF (Technical Fail) for this subject.

Students who do not meet the minimum performance requirements, as specified for each assessment, may receive a TF (Technical Fail) grade for this subject, which will appear on your Academic Transcript.

Penalties for late submission of assessment items

Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 25% of the assessment mark. This amount is per day including public holidays and weekends. Work more than 4 days late will be awarded a mark of zero.

UOW Grade Descriptors

GRADE	DESCRIPTOR
High Distinction(HD) 85-100%	For performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable) one or more of the following: • consistent evidence of deep and critical understanding • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches • critical evaluation of problems, their solutions and their implications

	• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work • creativity in application as appropriate to the discipline • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy • all or almost all answers correct, very few or none incorrect
Distinction (D) 75-84%	For performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable) one or more of the following: • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • fluent and thorough communication of information and ideas in terms of the conventions of the discipline • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy • most answers correct, few incorrect
Credit (C) 65-74%	For performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable) one or more of the following: • evidence of learning that goes beyond replication of content knowledge or skills • demonstration of solid understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • use of convincing arguments with appropriate coherent and logical reasoning • clear communication of information and ideas in terms of the conventions of the discipline • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy • many answers correct, some incorrect
Pass (P) 50-64%	For performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:

	• knowledge, understanding and application of fundamental concepts of the field of study • use of routine arguments with acceptable reasoning • adequate communication of information and ideas in terms of the conventions of the discipline • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy • a combination of correct and incorrect answers
Fail (F) <50%	For performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.
Technical Fail (TF)	When minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.

https://www.uow.edu.au/curriculum-transformation/aqc/uowgradedescriptors/index.html

Plagiarism - University's Academic Integrity Policy

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: http://www.uow.edu.au/about/policy/UOW058648.html

The University's Academic Integrity Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement or without the explicit permission of the Subject Coordinator. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the University to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University.

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's Academic Integrity Policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end to the assignment.

Students must remember that:

- Plagiarism will not be tolerated.
- Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's Academic Integrity Policy as set out in the University

Handbook, the University's online Policy Directory and in Faculty handbooks and subject guides.

Student Academic Complaints Policy (Coursework or Higher Degree Research)

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy for further information
http://www.uow.edu.au/about/policy/UOW058653.html

General Advice

This outline should be considered in conjunction with policy documents available through the University of Wollongong website. Those policies are subject to revision.

Please see the additional documentation provided with this subject outline.