



MSc Team Project Handbook

This document serves as a Handbook for students of the MSc Team Project module. It outlines the aims and objectives of the module; how the team project will be undertaken; the timelines involved; and the assessment process and criteria.

Module Overview

The aim of this module is to provide the students with the opportunity to undertake a significant software development project from initial concept stage right through to delivery and evaluation stage in a team environment that closely represents the project environment in industry.

The MSc Team Project is a team-based software design and development project of significant scale and complexity. It will be undertaken in teams of approximately 5 to 6 students. Students will have the opportunity to put forward their own teams. Students will have contact hours each week during the module which will include lectures on relevant topics, regular mentored lab sessions, regular show-and-tell presentations from each project team, feedback to each team and assessment events.

Each team is expected to manage and deliver a software development project which includes identifying a problem related to theme which is identified for each module cohort, designing solutions to the problem specification, iteratively prototyping and implementing solutions, evaluating and testing solutions and ultimately presenting and demonstrating a working prototype.

Teams are required to use an online code management and collaboration platform and repository such as Github or Bitbucket, which will be confirmed by the Module Coordinator at the start of the module. Throughout the team project teams are expected to show progress through uploads and commits to the platform.

Teams are required to regularly present progress. These presentations are either formal deliverables, including the Interim, User Evaluation and Final presentations or informal show-and-tell presentations. All presentations are made to all participating teams and the module coordinators. Each team will have an opportunity for team discussion and feedback from the module coordinators after all presentations.

The academic staff involved in the Team Project include the Module Coordinator who has overall responsibility for the module and is the main point of contact for all students. A number of additional coordinators are also associated with the module. They assist with the delivery of the module including delivering lectures, mentoring at the lab sessions, providing feedback to the teams and assessing the different elements of the module.

Timeline & Contact Hours

The project will take place during one semester. The contact hours are 2 hours per week. A schedule of classes, milestones and deliverables will be provided to all students at the start of the module.

The general timeline, key milestones and deliverables for the semester are outlined below.

Schedule	Milestones and Deliverables
Midway through previous semester	Briefing session and Theme identified
Week -1	Submission of teams
Week 0	Teams finalised
Week 1	Module starts
Week 2	Project Plan Due
Week 6	Interim Demonstration Event & Interim Report Due
Week 10	User/System Evaluation Presentation
Week 13	Final Demonstration Event
Week 14	Final Report Due

Briefing Session

The Briefing Session takes place the semester before the Team Project module runs. It provides an opportunity for all students who are considering taking the module to understand what is required and to meet all other students with a view to forming teams. The Briefing Session is an event which will start with a presentation on what is required from the Team Project. The presentation will also identify the Theme that will apply to all projects for a

module cohort. Following the presentation all students will have the opportunity to post their interest in being involved in the team project, along with their own strengths so that students themselves can start forming groups.

Team Selection

Students will have the opportunity to submit their self-allocated teams to the Module Coordinator up to two weeks before the module starts. Students who are not in teams at this time will be allocated to teams in the week prior to the module starting. Teams must be at least 5 students and normally no more than 6 students. The Module Coordinator may add an additional student to 5 member teams that are self-allocated.

Project Plan

The Project Plan is submitted at the end of week 2. This forms a contract between the team and the Module Coordinator and includes a summary of the project and the software deliverable, the main use-cases and outline of the user evaluation and the plan for project management, team roles and team meetings.

Each team should identify team members that are responsible for (i) project management (ii) software development (iii) user experience and evaluation (iv) communications, i.e. the deliverables the demos and presentations and the reports to be submitted.

Each team should identify their regular meeting schedule.

A template for the [Project Plan](#) is available.

Interim Demo & Report

Midway through the semester each team has to present an interim presentation with a demo of the software deliverable and submit an interim report.

Templates for the [Interim Report](#) and the [Interim Presentation](#) are available. The Interim Demo and Report contribute to the overall assessment mark for the module.

User Evaluation

In week 10 each team has to present their User Evaluation plan. A template for the [User Evaluation Plan](#) is available. The User Evaluation Plan does not contribute to the overall assessment mark but the Plan and its implementation do contribute towards the Final Report.

Final Demo & Report

In week 13 each team makes a final presentation and gives a demo of their final software. The final report is due in week 14. Templates for the [Final Presentation & Demo](#) and [Final Report](#) are available (links to be provided). Both the Final Presentation and the Final Report contribute to the overall assessment mark for the module.

Assessment

The Team Project is assessed fully by continuous assessment through both Team Assessment and Individual Assessment.

The Team Assessment includes (i) an Interim Presentation/Demo & Report (ii) a Final Presentation and Demo and (iii) a Final Report and Code.

The Team Assessment mark has the following components:

- 35% for the Interim Presentation/Demo & Report (60% for Report, 10% for Demo and 30% for Presentation); the [Interim Marking Scheme](#) is available.
- 15% for the Final Presentation & Software Demo; the [Final Presentation Marking Scheme](#) is available;
- 50% for the Final Report; the [Final Report Marking Scheme](#) is available.

Each team member is also assessed individually. There are two components to the Individual Assessment:

- the Individual Diary.
- the Individual's Contribution: elements that are monitored include (i) attendance, (ii) individual contribution at the show-and-tell sessions and (iii) individual contributions to the Team Repository.

Each group member inherits the overall Team Assessment mark. This mark is then influenced by their Individual Contribution. An *Agreed Consensus Grade Band* is reached by those involved in assessment, based on the ongoing monitoring of the individual students and their overall performance.

The final mark for each individual is calculated as 80% for the Team Assessment and 20% for the Individual Diary.