Course:	SD-110 Professional Practices
Assessment Item	Final project
Program:	BS IT CS
Section:	
Semester:	Fall 2022
Submission Date	WEEK 14
Nature of Activity	Group (4-5)
Marks	

Project Overview:

You will carry out a project that is related to professional practices of selected Organization. You are required to carry out this activity to relate to subject areas we have/will discuss in the class.

This targeted organization can belong to either public/ private sector. Selected Organization can be international but you need to manage an interview with middle level manager, so I suggest you to select local organization from any local industry. You can always benchmark their studied practice with an international competitive organization. This activity will be like validating the practices we have discussed in class with actual industrial practices.

"Go-Live"-This activity should be for a minimum one day, but if you want, it can take more days.

Project Weightage:

This project is of 15% of your course grade.

Project Components:

This project will have minimum 06 Phases:

PHASE	TOPIC
PHASE 0I:	Selection of Firm and Firm Profiling
PHASE 02:	Brief on Organizations' strategies for Growth and Manpower management
PHASE 03:	"GO LIVE" –Interview middle level professionals and study organization
PHASE 04:	Benchmarking with international best practices

PHASE 05:	Project Presentations

PHASE I. Selection of Firm and Firm Profiling

Each group will come up with one-page brief of organization's profiling (Type, and offerings i.e product/services). Once the brief is made, you will get it approved by me on 1st come 1st serve bases. No repetition of organization is allowed, also excessive selection of organization from single industry is not allowed. So diversity is encouraged.

Frist submit your Project organization Name on Google Sheet file shared with you (Link available on LMS) sheet 2-Topic Approval. Once approved by me on Google Sheet, Upload the 1-page Project brief on LMS (Tile 14-Final Project)

PHASE 2: Brief on Organizations' strategies (Growth and Man Power)

This will be your basic project working that will develop / shape your project to be practically executed by your group. Strategy brief will include components like:

- Organization's overview.
- Collection of Initial facts, data, projects and professional services range
- Which Organizational Hierarchy Organization follows to undertake projects?
- Organization's Vision, Mission Statement, Project Goals, Objectives, KPIs, OKRs (objectives and Key Results)
- Studying Organization's automation/IT practices is a must because every industry is using IT services
- Explain how you collected this data?

PHASE 3: "GO LIVE" –Interview professionals and study organization- Benchmarking with International Standards

Now you will actually execute your project i.e. "Go Live". Your project will take up practical shape with a real time activity of interview with organization's professional/s:

The interactive session should aim at inquiring organization's

- Practices on Sustainability
- Ethical and Professional codes (Advisory, aspirational, disciplinary) all
- Practices (If any) on Corporate social responsibility
- Building the community
- Show your presence by recording your session
- Explain weather you had prepared formal questionnaire or had roughly devised discussion sheet
- Remember evidence based activity reporting is required

PHASE 4: Benchmarking with international best practices

This is a very important phase where you will explain the:

- Summary of Organization's practices on (Ethics code, growth, product/service delivery, Manpower development)
- After that you ll benchmark these practices with international standard/ international organizations practices.
- Summarize how the organization can be of benefit for larger segment of the society

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PHASE 5: PROJECT PRESENTATIONS

The last three (03 weeks) of this course will be allocated to the final project presentations for each group. Presentations will commence from 14th week of the course. Submission of Project Portfolios (see below) will be done by _____).

- Ondeadline, ALL GROUPS will submit the soft copies of their project portfolio(see below). Once the portfolios are submitted, NO CHANGES will be allowed in anydocument, PPTs etc.
  - (If changes are found in what was submitted and what is being presented, the entire group will be allocated with a straight Zero.)
- On the day of presentation, I will call randomly any group for presentation. All groupsbe prepared during all presentation classes.
- Presentation duration will be total of **30 minutes** for each group.
- All members must be present otherwise you will not be marked for your individual partof presentation nor will you be awarded group based marks.

- Each member will divided the presentation time equally i.e. 6 Minutes aprox. You will have margin of **10 to 15 seconds** but after that you will be *negatively marked* for exceeding time limit.
- Q&A will be held with each group after their presentations.
- I may call selected group members for an additional viva if need be.
- Use of good internet connections plus backup connection by all members is mandatory
- All presenters must be in **formal attire** for their presentations.
- Use **English** ONLY as your medium of communication during presentations and Q&A.

PPTS

- Only use Main Headings, Main Bullets, Sub Bullets, Sub Sub Bullets.
  - No sentences or paragraphs allowed
- Use tables, figures, diagrams, models, pictures etc. where possible
- Make your presentation creative and catchy
- Show evidence of work done in presentation
- Slide reading word by word is strictly forbidden. *Use your own words to explain the slide content.*

PROJECT REPORT:

- Project report will be a maximum of 20 pages. This include table of contents,Executive Summary Title Page, Annexures and references.

- Heading Size: 14 Points, Text body 12 points, 1.15 spaced, Times New Roman font.
- Each group members name and ID will appear at start of the part he/she has written:
    - When you write the final report, write the name *(as per attendance sheet)* and ID ofthat member who has written a particular part at the start of his/her part.
    - e.g. If ABC has written the Introduction and 1st half of Phase 2, ABC and ID shouldbe written at the start. At the end of that part a new line in bold should be written
    - **===End of Part===**
    - Then Under it the Name and ID of the Next member will appear and so on
    - If a participant has attempted multiple parts in the report then you will give a numberbefore participant's name. e.g. if 1 participant has contributed 4 times, then you will write before the name (1/4) Participant Name and ID, (2/4) Participant Name and IDand so on

PROJECT PORTFOLIO (SOFT COPY)

You will submit soft copy of report. For which you must complete phases according to the following deadlines:

Project Phases	Weeks of deadline	Location
Phase 01 +02	Week 8	LMS Upload
Phase 3	Week 10	LMS Upload
Phase 04	Week 12	LMS Upload
Phase 05	Week 14	LMS Upload

IMPORTANT NOTE:

Only One (1) group member will upload the portfolio on LMS under Final Project Tile-Final Project Portfolio.

Project Grading

The following components of grading will be used:

Component	marks
Profiling (Phase 1+2)	5
Project Presentation	5

Project Report Benchmarking+ analysis(Full)	5
Total	15

Rubrics for presentation and projects are attached.

Rubric for Report Writing

CATEGORY	Excellent (80-100%)	Good (60-79%)	Fair (50-69%)	Poor (less than 50%)
Amount of Information (25%)	All topics are addressed and all questions answered with sufficient detail and examples.	All topics are addressed and most questions answered with at least minimal detail - and at least one example.	All topics are addressed, and most questions answered - detail is lacking	One or more topics were not addressed.
Quality of information (30%)	Information clearly relates to the main topic. Points are clearly made. Analysis is sophisticated	Information clearly relates to the main topic. Points are made, but analysis is weak.	Information clearly relates to the main topic. Points are insufficiently developed. Analysis is minimal	Information has little or nothing to do with the main topic. There is no critical analysis.
Sources (10%)	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.
Mechanics (10%)	No grammatical, spelling or punctuation errors.	Almost no grammatical, spelling or punctuation errors	A few grammatical spelling, or punctuation errors.	Many grammatical, spelling, or punctuation errors.
Organization (25%)	Information is very organized with well-constructed paragraphs and subheadings.	Information is organized with well-constructed paragraphs.	Information is organized, but paragraphs are not well-constructed.	The information appears to be disorganized.
Overall Rating				
Comments:				

Rubric for Project Oral Presentations

	Proficient (80-100%)	Acceptable (60-79%)	Needs Improvement (50-69%)	Unacceptable (less than 50%)
Communication & Time Management (30%)	Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation. The presentation was of the proper duration.	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation. The presentation was of the proper duration.	Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation and/or the presentation was somewhat short or somewhat long.	Student mumbles, incorrectly pronounces terms, and speaks too quietly for students in the back of class to hear and/or the presentation was too brief or too long.
Organization (20%)	Student shows enthusiasm and presents information in logical, interesting sequence which engages the audience.	Student presents information in logical sequence which audience can follow.	Audience has difficulty following presentation because student jumps around.	Delivery not smooth and audience attention lost because there is no sequence of information.
Content (15%)	Accurate and in depth information, sufficient amount of information, proper citing of resources.	Accurate information, sufficient information, some resources not cited.	Some information is inaccurate, sufficient information, some resources are not cited.	Information is inaccurate, most sources are not cited.
Subject Knowledge (15%)	Student demonstrates full knowledge (more than required) and answers all questions with explanations and elaboration.	Student is at ease with information and gives expected answers to all questions, but fails to elaborate.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student does not have grasp of information; student cannot answer questions about subject.
Style/Mechanics (PowerPoint) (20%)	The electronic presentation displays elements of creativity and style, and is not simply a list of information. The electronic presentation is presented in a clear and concise manner.	The electronic presentation is clear and logical and contains pertinent information and images. Good clear oral presentation.	Lacks style and reads more like a list of information, than as a support for an oral presentation. Lacks neatness and clarity.	The presentation lacks a clear focus and there are many errors. Electronic presentation is not creative.
Overall Rating	Excellent	Good	Fair	Poor