

Universiti Tunku Abdul Rahman

Software and Project Management

Group Assignment 1 – Web Site Development

THE TEAM

Form a team of **FOUR(4)** persons within the same tutorial group. This assignment composes of 5 parts (Part A, B, C, D and E). Form a project team of four persons with following roles and clearly outline the project role in the report:

- Project Manager / Project Leader
- Team Members

THE WEB SITE DEVELOPMENT

An **organization*** would like you to lead a web site development project. The organization has internet access that includes space on a web server, but no experience developing web sites. In addition to creating its website, the organization would like you to train two people on its staff to do simple web page updates. The web site should include the following information, as a minimum: description of the organization (mission, history, and recent events), list of services, and contact information. The organization wants the web site to include graphics (photographs and other images) and have an attractive, easy-to-use layout.

1. Project Scope Management (WBS-Scope)

Create a WBS for this project and enter the tasks in Project 2010/2013. Create milestones and summary tasks. Assume that the main WBS categories and some of the project management tasks are similar to tasks from the MS Project lab exercises. Some of the specific analysis, design and implementation tasks will be to:

- a) Collect information on the organization in hardcopy and digital form (brochures, reports, organization charts, photographs and so on).
- b) Research web sites of similar organizations.
- c) Collect detailed information about the customer's design preferences and access to space on a web server.
- d) Develop a template for the customer to review (background color for all pages, position of navigation buttons, layout of text and images, typography, including basic text front and display type, and so on).
- e) Create a site map or hierarchy chart showing the flow of web pages. digitize the photographs and find other images for the web pages; digitize hardcopy text.
- f) Create the individual web pages for the site.
- g) Test the pages and the site.
- h) Implement the web site on the customer's web server.
- i) Get customer feedback.
- j) Incorporate changes.
- k) Create training materials for the customer on how to update the web pages.
- l) Train the customer's staff on updating the web pages.

2. Project Time Management (WBS-Time)

- a) Enter realistic durations for each tasks, and then link the tasks as appropriate. Be sure that all tasks are linked (in some fashion) to the start and end of the project. Assume that you have four months to complete the entire project. Hints: Use the MS Project lab exercises project as an example.

- b) Print the following for the project:
 - i. Gantt Chart view
 - ii. Network Diagram
- c) Print the schedule table to see key dates and slack times for each task

3. Project Cost Management (WBS-Cost)

- a) Assume that you have three people working on the project and each of them would charge \$20 per hour. Enter this information in the Resource Sheet.
- b) Estimate that each person will spend an average of about five hours per week for the four-months period. Assign resources to the tasks, and try to make the final cost in line with this estimate
- c) Print the budget report for your project.

4. Project Human Resource Management (WBS-HR)

- a) Assume that one project team member will be unavailable (due to vacation) for two weeks in the middle of the project. Make adjustments to accommodate this vacation so that the schedule does not slip and the cost do not change. **Document the changes from the original plan and the new plan.**
- b) Use Resource Usage view to see each person's work each month. Print a copy of the Resource Usage View.

5. Project Communication Management (Team Work Communication)

- a) Adjust the timescale on your Gantt Chart to enable the chart to fit on one page. Then paste a copy of Gantt Chart in Power Point. You can use your Print Screen button to copy the image and paste it into PowerPoint. Also add key milestones to the Timeline and copy it into a second PowerPoint Slide. Copy and print out both slides in Power Point on the page (Note: One Slide on ONE page)
- b) Print a "To-do List" report for each team member.
- c) Create a "Who Does What Report" and print it out.

Submission

You are required to provide the following:

- A. Prepare a **Project Charter** for the web site development project. (5 marks)
- B. Based on the project scope from the "Project Scope Management", present the scope for the web site development project in following deliverables: (15 marks)
 - i. **Hierarchical chart format** (Level-0, Level-1 and Level-2)
 - ii. **"Scope Statement" or "Business Case"**. Be as specific as possible in describing product characteristics, requirements and deliverables. No marks will be given if students use the terms provided in the "scope management".
- C. Develop a **work breakdown structure (WBS)** for the project. Break down the work to level-2 or level-3 (using MS Project 2010 or 2013, as appropriate). Perform Project Time Management. Be sure to base your WBS on what you have specific in the Part B.
 - i. Print out all tasks for the project (inclusive of tasks, milestones and summary tasks). Print the schedule table to see key dates and slack times for each task. (20 marks)
 - ii. Use the WBS you developed in Part C(i) (enter the WBS items in the Task Name column), create a **Gantt Chart** and **Network Diagram** using MS-Project 2010/2013. Print out the following: (5 marks)
 - Gantt Chart (with task name/description, duration, start & end date, predecessors and resource names **no chart**)
 - Gantt Chart (with task name/description and chart only)

- iii. Perform **Project Cost Management** and print the following reports: (10 marks)
- **Monthly** Cash Flow Report
 - **Monthly** Budget Report
- iv. Perform **Project Human Resource Management** and print the following reports: (10 marks)
- **Weekly** and **Monthly** Work Load Report (both Task Usage and Resource Usage)
 - **Weekly** resource graph for **ALL** resources
 - Resource Sheet
- v. Perform **Project Communication Management** and print the following reports: (10 marks)
- Print out both **slides** in Power Point on the page (Note: One Slide on ONE page)
 - Print a **“To-do List”** report for each team member.
- D. Based on reports from Part C(v), transforms WBS to Trello showing the followings: (25 marks)
- Board
 - Lists
 - Cards
 - Members
 - Due Dates
 - Attachments
 - Print necessary reports to show Part D (i) to Part D (vi).

Note : You need to show both of the plan (before and after the changes) for comparison.

CO Mapping (For Reference Only)

By CO	Questions	Marks (100%)	Marks (40%)
CO1	N/A	N/A	N/A
CO2	Section D	/ 25 marks	5%:
CO3	Part A, B, C(i), C(iii), C(iv), C(v)	/ 50 marks	20%:
CO4	N/A	N/A	N/A
CO5	Part A, B, C(ii)	/ 25 marks	5%:

Hand-in date:

The assignment should be word-processed and hand-in by:

- **PART C (i) – 28th June 2017, Wednesday (during lecture)**
- **PART A – 16th Aug 2017**
- **PART B – 16th Aug 2017**
- **PART C – 16th Aug 2017**
- **PART D – 16th Aug 2017**

Plagiarism

Plagiarism is seen as a serious cheating issue. Do not do it. Penalties will be applied to all students who plagiarized.

Assessment criteria:

The assignment contributes to **20%** of the total marks graded in this unit.

Students who fail to submit their work by the due date will be given a **ZERO**. There will be no extension given unless with prior approval.

Submission Format**Cover Sheet**

- ❖ A cover sheet should be attached and contains the following
 - Course name
 - Subject code and name
 - Assignment title
 - Lecturer's name
 - Students' Names and IDs
 - Students' Tutorial Group

Format

- ❖ Submitted in **hard-copy** fastened with **double hole punched with fastener**
- ❖ A copy of the assignment in **CD** format **MUST BE ATTACHED** to the report.
- ❖ Typed material in 1.5 line spacing.
- ❖ Font size 12 and bold for heading.
- ❖ Margin of 1 inch all around.
- ❖ Page numbering except for cover page.