IMAT2204 Project Management and Development

Assignment Log Book

This log book must be handed in at the final sprint of the module.

Remember – no book no sprint!

This is an official record of assessments. Keep it in a safe place.

Your Name   _____

P Number   _____

Course   _____

Tutor   _____

Assessment Schedule   (A/B)   _____

Deliverables and Feedback

- Sprints - every fortnight starting in week 2, continuous feedback. Print your weekly reports in advance and don't forget your log book!
- Week 1 - Team Business Pack - paper copy (one per team) to FOTAC Friday 5th October 4pm - feedback and grade given in next sprint meeting
- Week 15 - Initial Deliverable - submit your individual components (with team ERD and Class Diagram) via turnitin as a single zip file Friday 11th Jan 1pm - feedback and grade in weeks 16/17
- Week 15 - TDD Phase Test in your usual timetabled lab - feedback and grades by Friday 8th Feb
- Week 25 - Main System via turnitin as a single zip file (if the system is assembled then some duplication will be allowed) - Friday 22nd March 1pm - feedback in weeks 26/27
- Week 27 - Final report via turnitin Friday 5th April 1pm - feedback and grade returned by 24th May

Assessment Schedule
Sprint meetings will take place during the second hour of the two hour lab session. In week 1 your team will be allocated to either schedule A or B. All work except sprint reports should be submitted electronically via Blackboard

Term 1 Schedule

Sprint	Week	Assessment Schedule A	Assessment Schedule B
	1	* Team Business Pack Deadline *	
1	2	Feedback and Assessment (5 min)	
	3		Feedback and Assessment (5 min)
2	4	Feedback and Assessment (5 min)	
	5		Feedback and Assessment (5 min)
	6	* Personal Enhancement Week *	
3	7	Feedback and Assessment (5 min)	
	8		Feedback and Assessment (5 min)
4	9	Feedback and Assessment (5 min)	
	10		Feedback and Assessment (5 min)
	11		
	12	Xmas	
	13	Xmas	
	14	Xmas	
	15	* TDD Phase Test * * Initial Deliverable Deadline*	
5	16	Feedback and Assessment (10 min)	
	17		Feedback and Assessment (10 min)

Term 2 Schedule

Sprint	Week	Assessment Schedule A	Assessment Schedule B
	18		
6	19	Feedback and Assessment (5 min)	
	20		Feedback and Assessment (5 min)
7	21	Feedback and Assessment (5 min)	
	22	* Personal Enhancement Week *	
	23		Feedback and Assessment (5 min)
8	24	Feedback and Assessment (5 min)	
	25		Feedback and Assessment (5 min)
		Deadline for finished system - Friday	
9	26	Feedback and Assessment (10 min)	
	27		Feedback and Assessment (10 min)
		Main report deadline	

Advanced Prototype Marking Scheme 60% of Module Mark

Team Business Pack 5%

Your team has created a Team Business Pack with a cover page that identifies each member of the team and your company name. It contains a SWOT analysis of each member's strengths and weaknesses along with consideration of the opportunities and threats faced by the team. There is a full set of CVs for each team. Each team member has identified a unique aspect of the system for individual development containing a suitable collection and item class with no significant overlap with the work of other team members.

	Absent	Needs Improving	Good	Very Good	Excellent
Cover page 5%	0	25	50	75	100
SWOT analysis 25%	0	25	50	75	100
CVs 45%	0	25	50	75	100
Identification of suitable project component including collection and item classes 25%	0	25	50	75	100

Initial Deliverable 35%

Each member of the team has prepared their own work for their allocated section of the system. The work comprises a detailed description of the individual section they are working on. They have created event tables, use case diagrams and use case descriptions which are reflected in the individual prototype components. Test plans have been drawn up for the prototype screens. There are sequence diagrams demonstrating how use cases are handled by system classes. There is a team ERD for proposed entities in the database along with a team class diagram for all classes. There is a team class diagram detailing each person's component. The prototype follows suitable good practice for presentation layer code and controls. There is clear consideration given to potential users in the design of the prototype and documentation. The prototype demonstrates a professional look and feel.

	Absent	Needs Improving	Good	Very Good	Excellent
Detailed individual specification identifying a suitable system component 7.6%	0	25	50	75	100
Event table(s) 7.7%	0	25	50	75	100
Use case diagram(s) 7.7%	0	25	50	75	100
Use case description(s) 7.7%	0	25	50	75	100

	Absent	Needs Improving	Good	Very Good	Excellent
Sequence diagram(s) 7.7%	0	25	50	75	100
Prototype implementation in VS 7.7%	0	25	50	75	100
Use cases reflected in prototype design 7.7%	0	25	50	75	100
Consideration of the end user 7.7%	0	25	50	75	100
Professionalism of look and feel 7.7%	0	25	50	75	100
Demonstration of good coding practice 7.7%	0	25	50	75	100
Test plan(s) 7.7%	0	25	50	75	100
Team class diagram 7.7%	0	25	50	75	100
Team ERD 7.7%	0	25	50	75	100

Final Deliverable 50%

Each member of the team has prepared their own work for their allocated section of the system. At the core of the system is a test project. The test project links to a class library with clear separation of presentation, data and business logic. Built on this project there is a presentation layer providing appropriate database connectivity. The presentation layer has a professional, consistent design which supports the user in their task. Appropriate security is in place controlling authentication and authorisation. The individual components have been integrated into the team's final documentation / advanced prototype and all documentation is up to date aligning with the finished implementation.

	Absent	Needs Improving	Good	Very Good	Excellent
Adherence to appropriate architecture 5%	0	25	50	75	100
Integration of individual component into the main system 12%	0	25	50	75	100
Alignment of individual documentation with individual component 12%	0	25	50	75	100
Professionalism of look and feel of individual component 10%	0	25	50	75	100

	Absent	Needs Improving	Good	Very Good	Excellent
Database Connectivity 11%	0	25	50	75	100
Security – Authorisation and authentication for individual component 10%	0	25	50	75	100
Appropriate evidence of testing, e.g. TDD 10%	0	25	50	75	100
Engagement as evidence by sprint log 1 10%	0	25	50	75	100
Engagement as evidence by sprint log 2 10%	0	25	50	75	100
Engagement as evidence by sprint log 3 10%	0	25	50	75	100

Team Engagement 10%

There is clear evidence of constant engagement with the module material throughout the year. Marks have been claimed on a regular basis along with meaningful dialogue with your tutor. There is clear evidence of your team working together both in and outside of timetabled sessions.

	Absent	Needs Improving	Good	Very Good	Excellent
Team Engagement	0	25	50	75	100

TDD Phase Test 25% of Module Mark

	Absent	Needs Improving	Good	Very Good	Excellent
Suitably configured solution containing two projects 5%	0	25	50	75	100
Class library configured and named correctly 5%	0	25	50	75	100
Test project configured and named correctly 5%	0	25	50	75	100
Comments are appropriate and useful 5%	0	25	50	75	100
Appropriate naming of test classes 5%	0	25	50	75	100
Appropriate naming of test functions 5%	0	25	50	75	100
Appropriate variable/object naming within functions 6%	0	25	50	75	100

	Absent	Needs Improving	Good	Very Good	Excellent
Appropriate test for instantiation 5%	0	25	50	75	100
Attribute testing appropriate and correct 12%	0	25	50	75	100
Method created for selected operation 11%	0	25	50	75	100
Parameter 1					
Appropriate Max Testing for Type 6%	0	25	50	75	100
Appropriate Min Testing for Type 6%	0	25	50	75	100
Appropriate Boundary Testing for Type 6%	0	25	50	75	100
Parameter 2					
Appropriate Max Testing for Type 6%	0	25	50	75	100
Appropriate Min Testing for Type 6%	0	25	50	75	100
Appropriate Boundary Testing for Type 6%	0	25	50	75	100

Main Report 15% of Module Mark

You have created a 1500 word (+-10%) professional report which is clear and concise with appropriate structure including contents, page numbers, sections and sub sections. There is a thoughtful and appropriate social impact study identifying appropriate potential issues for the system. This should include but not be limited to personal, national and global implications of the use of technology. There is clear discussion of CV development between your initial CV in week 1 and the final CV. There is a sensible critical review of the module identifying what worked and what didn't work.

	Absent	Needs Improving	Good	Very Good	Excellent
Presentation 10%	0	25	50	75	100
Social Impact Study 30%	0	25	50	75	100
CV Development 50%	0	25	50	75	100
Module Review 10%	0	25	50	75	100

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Assignment 1: Advanced Prototype

Module name:	Project Management and Development		
Module code:	IMAT2204		
Title of the Assignment:	Advanced Prototype		
This coursework item is both:		Summative	Formative
This summative coursework will be marked anonymously			No
The learning outcomes that are assessed by this coursework are: 1. Create an advanced prototype with suitable database functionality 2. Create the beginnings of a professional portfolio of work 3. Demonstrate skills allowing them to act as a computing professional 5. Demonstrate problem solving skills allowing you to adapt to the challenges of changing technology 4. Application of skills from other modules on your course			
This coursework is both:		Individual	Group
If other or a mixed ... explain here: This is a team based project. There are strong collaborative elements however final assessment is calculated mainly on individual achievement.			
This coursework constitutes 60% **to the overall module mark.**			
Date Set:	**Week 1**		
Date & Time Due:	See below		
Your marked coursework and feedback will be available to you on: If for any reason this is not forthcoming by the due date your module leader will let you know why and when it can be expected. The Head of Studies (headofstudies-tec@dmu.ac.uk) should be informed of any issues relating to the return of marked coursework and feedback. Note that you should normally receive feedback on your coursework by **no later than four working weeks after the formal hand-in date,** provided that you met the submission deadline.		Continuous assessment and feedback	
When completed you are required to submit your coursework to: 1. All work should be submitted via turnitin			

Late submission of coursework policy: Late submissions will be processed in accordance with current University regulations which state: *"the time period during which a student may submit a piece of work late without authorisation and have the work capped at 40% [50% at PG level] if passed is **14 calendar days**. Work submitted unauthorised more than 14 calendar days after the original submission date will receive a mark of 0%. These regulations apply to a student's first attempt at coursework. Work submitted late without authorisation which constitutes reassessment of a previously failed piece of coursework will always receive a mark of 0%."*

Academic Offences and Bad Academic Practices:
These include plagiarism, cheating, collusion, copying work and reuse of your own work, poor referencing or the passing off of somebody else's ideas as your own. If you are in any doubt about what constitutes an academic offence or bad academic practice you must check with your tutor. Further information and details of how DSU can support you, if needed, is available at: http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/academic-offences.aspx and http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/bad-academic-practice.aspx

Tasks to be undertaken: See blow

Deliverables to be submitted for assessment: See below

How the work will be marked: See below

Module leader/tutor name:	Matthew Dean
Contact details:	mjdean@dmu.ac.uk

What you need to do

As a team you will need to develop an advanced prototype which includes documentation and code providing database functionality.

The topic for the advanced prototype may be selected from one of three options.

1. Build the advanced prototype based on the Project Bank CRM
2. Devise a project scenario yourselves
3. Source a suitable project from an external client

Whatever option you take you need to demonstrate some measure of CV development during the year.

CV development may be based on work for an external client or it may be based on other activities.

How the work will be marked

This work will be marked via continuous assessment. You have been provided with an eGrid (electronic marking grid) which will be completed by your tutor as a result of them assessing your work. You have also been provided with this log book which is your record of the assessment process. Keep this safe and do not lose it otherwise you may have to claim for marks again.

To obtain marks you will need to make claims for credit. Claims for credit may be made at your team's sprint meetings.

Sprint Logs

For each meeting you will be expected to produce documentation that evidences the work you have completed out of class hours.

Over the course of a two-week period it is expected that your team will meet a number of times. You will be required to generate sprint reports. These must be produced underlined individually by each team member. (A pro forma document is available on the module web site.) The sprint report will document your progress in the development of the system. Each meeting must be listed on the report along with dates, times, noting those in attendance and those absent for each meeting. A brief summary of what was discussed should also be included.

Missed Sprints

Like many face to face assessments in the University failure to attend your sprint will result in zero marks for the face to face components without suitable evidence e.g. a Doctor's note. For the written component the usual regulations apply in that it will be capped at 40% prior to 2 weeks, after that it is awarded zero.

Backups

It is up to you to ensure that you keep appropriate backups of all work. Loss of work due to backup failure is not normally considered reason for an extension.

5 Minute Claims for Credit

Your team will be allocated an assessment schedule (see above). During the week of your assessment schedule the second hour of the lab is dedicated to assessing your team. The first hour of the lab is dedicated to the needs of the other teams in the lab. Make sure all team members are aware of their meeting dates. Each member must make claims in turn and your tutor will cut the claim short if you exceed the allocated time. Your tutor will want to see work completed so far and discuss with you your understanding of the work.

In making a claim for credit it is best to do so with work that is still in progress i.e. not completed. This allows you to make a start on a section of work, find out what you need to do to improve and then claim for credit later on to improve your grade.

Once work has been submitted you may still make claims but you may not change the work based on new information.

10 Minute Claims for Credit

After Christmas and also at the end of the module there will be opportunity for each team member to make 10 minute claims. This will allow you to claim for any remaining marks. These claims are after the hand in date so changes at this point to work already submitted may not be claimed for.

Unclaimed Credits

<u>At the end of the module it will be assumed that any unclaimed credits deserve zero marks.</u>

It is down to you to make sure that you claim all of the credits that you think you deserve in plenty of time before the end of the module.

Working in Teams

In meeting the requirements of the assessment there is a lot of work to complete and many concepts to grasp. You are going to need all of the help you can get in order to do well in this work.

In the first week of an assessment you will be placed in teams of 4 – 5 and you will need to identify what work you need to achieve over the assessed period in order for you all to complete the task individually. During the module you will have regular feedback and assessment meetings with your tutor where you make claims for credit. You should note the weeks for these meetings on the schedule at the start of this document.

One task of your team is to ensure that each member is working on a unique aspect of the project. No two people may be working on the same / similar work and you should check with your tutor that the selected topics are acceptable.

If there is any reason why you are not able to work in a team, then please discuss this matter with your tutor.

Note that even though you are working in a team your work is still individually assessed.

Teams may be modified at any point during the module by your tutor.

Team Engagement

To obtain the highest marks for team engagement you and your team must be seen to be actively engaging with the work for the module. This means for full marks you need to be attending classes, engaging with the work and showing evidence of work out of class.

Assignment 2: TDD Phase Test

Module name:	**Project Management and Development**
Module code:	**IMAT2204**
Title of the Assignment:	**TDD Phase Test**

This coursework item is: (delete as appropriate)	Summative	
This summative coursework will be marked anonymously	Yes	

The learning outcomes that are assessed by this coursework are:
- Create an advanced prototype with suitable database functionality
- Create the beginnings of a professional portfolio of work
- Demonstrate problem solving skills allowing you to adapt to the challenges of changing technology
- Application of skills from other modules on your course

This coursework is: (delete as appropriate)	Individual	

This coursework constitutes 25% **to the overall module mark.**

Date Set:	**Week 1**
Date & Time Due:	**Week 15**

Your marked coursework and feedback will be available to you on: If for any reason this is not forthcoming by the due date your module leader will let you know why and when it can be expected. The Head of Studies (headofstudies-tec@dmu.ac.uk) should be informed of any issues relating to the return of marked coursework and feedback. Note that you should normally receive feedback on your coursework by **no later than four working weeks after the formal hand-in date,** provided that you met the submission deadline.	**Week 19**

When completed you are required to submit your coursework to:
Your tutor at the end of the test

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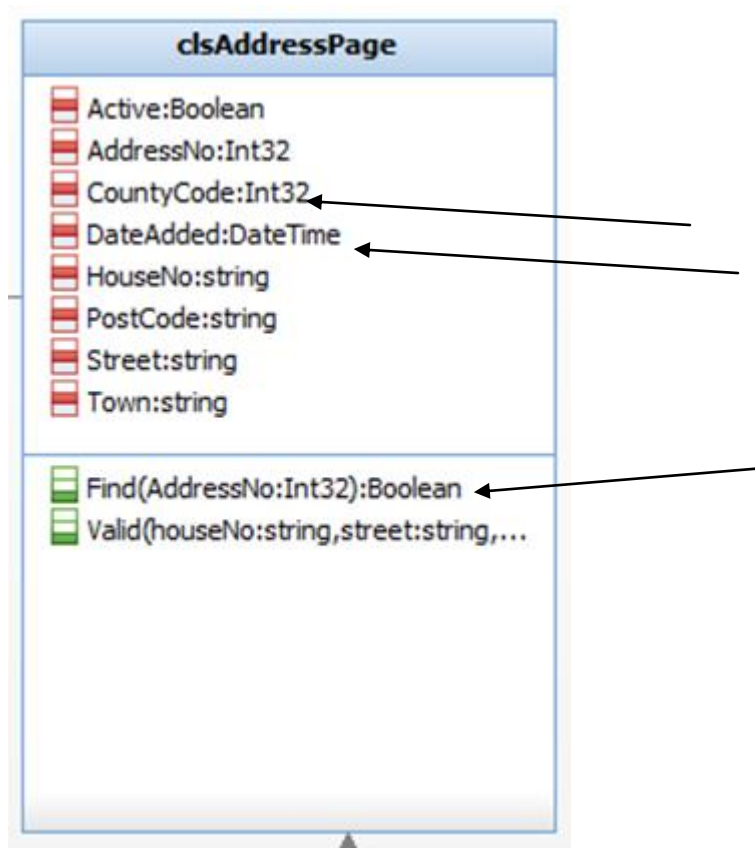http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/academic-

offences.aspx and
http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/bad-academic-practice.aspx

Tasks to be undertaken: See below

Deliverables to be submitted for assessment: See below

How the work will be marked: See below

Module leader/tutor name:	**Matthew Dean**
Contact details:	**mjdean@dmu.ac.uk**

What you need to do

During the first eleven weeks of the module you will be required to draw up two types of important documents as part of the inception phase of your project. The first documents are the use case diagrams, the second documents are class diagrams. The logical accuracy of your class diagrams will be assessed as part of the main assignment. This assignment will test your skills in taking the diagram and implementing the diagram as a class library with an associated test project.

In the test you will need to bring with you a hard copy of your class diagram and a test plan. You will then be allocated 90 minutes to create in Visual Studio a class library linked to a test project. You will not be required to create a presentation layer or data layer.

You must select a suitable class from your diagram e.g. similar to this…

clsAddressPage

- Active:Boolean
- AddressNo:Int32
- CountyCode:Int32
- DateAdded:DateTime
- HouseNo:string
- PostCode:string
- Street:string
- Town:string

- Find(AddressNo:Int32):Boolean
- Valid(houseNo:string,street:string,…

Creating Attributes

From the class you would select two attributes of <u>differing</u> data types.

For example CountyCode and DateAdded. (You would not be required to create the other properties for the class.)

The validation function Valid has the following definition…

Name:	Valid	
Parameters:	houseNo: string, street: string, town: string, postCode: string, dateAdded: string	Edit

As with the properties you would be required to implement code for parameters of <u>two different types</u>. For example postCode and dateAdded. As with the properties you will not be required to create the remaining parameters.

At the end of the test you will attach a cover page for the class diagram, test plan, marking grid & hand written notes and submit them all to your tutor. All documents must be clearly identified using your P number.

Selection of Appropriate Tests

What tests you apply will vary depending on the two data types you select. If a test is not applicable to a specific data type then you must state this explicitly in your test plan. Absence of a test will be assumed to indicate you forgot to do it. Absence of a test where one is clearly required will result in a zero grade for that test.

Warnings about Cheating in Tests

A phase test is a formal assessment and as such is subject to University regulations.

Any attempt to cheat will result in instant expulsion from the test and disciplinary measures, possibly resulting in a zero grade for the entire module.

Prior to starting the test you are requested to go to the bathroom, you will not get a chance during the test unless you have special medical requirements. (Please inform your tutor if this is the case – you may need to provide evidence.)

Prior to starting the test you may not enter the room, wait outside until your tutor allows you in.

Once in the test room there must be no communication with other students, if you have anything to say, raise your hand and talk to your tutor.

Coats and bags should be left near the door inside the test room.

Mobile phones, calculators and USB memory devices should be turned off and in your bag. If you are found with any of these devices you will be expelled from the test.

You may take with you into the test the following three documents.

- Your class diagram for the selected part of the system
- Your test plan to be implemented against your validation function
- A single A4 page using both sides with <u>hand written</u> notes to help you in the test

These documents will be inspected prior to the start of the test. Any documents not having suitable format / content will be taken off you.

Blank paper will be available on request.

You may not log in to the computer using your normal login. You will be given a special login on the day.

Evidence of any open programs other than Visual Studio may be interpreted as an attempt to cheat.

At the end of the test you should sit silently and wait.

Assignment 3: Main Report

Module name:	**Project Management and Development**
Module code:	**IMAT2204**
Title of the Assignment:	**Main Report**
This coursework item is:	Summative	
This summative coursework will be marked anonymously		No
The learning outcomes that are assessed by this coursework are: • Create the beginnings of a professional portfolio of work • Demonstrate skills allowing you to act as a computing professional • Application of skills from other modules on your course		
This coursework is:	Individual	
If other or a mixed ... explain here: This is a team based project. There are strong collaborative elements however final assessment is calculated mainly on individual achievement.		
This coursework constitutes 15% **to the overall module mark.**		
Date Set:	**Week 1**	
Date & Time Due:	See below	
Your marked coursework and feedback will be available to you on: If for any reason this is not forthcoming by the due date your module leader will let you know why and when it can be expected. The Head of Studies (headofstudies-tec@dmu.ac.uk) should be informed of any issues relating to the return of marked coursework and feedback. Note that you should normally receive feedback on your coursework by **no later than four working weeks after the formal hand-in date,** provided that you met the submission deadline.	Week 33	
When completed you are required to submit your coursework to: 2. Electronically on BB		

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http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/academic-offences.aspx and

http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/bad-academic-practice.aspx

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Tasks to be undertaken: See blow

Deliverables to be submitted for assessment: See below

How the work will be marked: See below

Module leader/tutor name:	**Matthew Dean**
Contact details:	**mjdean@dmu.ac.uk**

What you need to do

For this assessment, you are required to write a 1500 word report on your project experience. The report must be formatted using the template provided on the module web site. Writing this report will provide you with opportunity to demonstrate your ability to act as a computing professional.

The report must have the following sections:

- Social Impact Study
- Discussion of CV Development (Include your latest CV in the Appendix)
- Critical Review of the Module (What worked and what didn't work in the module)

Other sections / subsections may be added as you see fit.

The Keys to a Successful Report

Reports are typical written for your boss who has neither the time nor interest to read the report thoroughly.

This being the case you need to create your report such that it makes its points in as fast and clear a manner as possible. Reports need to be written for random access and speed of reading.

The report must be printed using single sided A4 using 1.5 line spacing, Arial 12pt font, 2.5cm margins left and right. Make sure that all printing is legible and diagrams are large enough to be read clearly. Table of contents should be included with correct page numbering. Any references to external sources of information must be evidenced by Harvard referencing with an appropriate reading list at the end of the report. Make sure that all work is proof read for errors in grammar and spelling.

The report must be submitted via turnitin only.