

INSE 6230: Final Project - Winter 2018

(30% of final grade)

- **Objective:** Final project allows you to apply the material you learnt in the class in a real project. You are required to plan and describe a project of your choice and to provide all the documentation related to its management.
- **Teams:** Projects are carried out in **groups of 4-5 students**. The teams should be formed during the first two sessions of the course. If you do not become part of any team during the first 2 sessions you will not be able to work on and submit your project proposal (due in the third lecture) and you will lose points.
- **Project proposal** (a document of max 1 page including the names of the members of your group, tentative title and a brief description) is due on January 22nd. Paper copy is required to be submitted before the lecture. Later submissions will be penalized. The project can be in any field (IT, Construction, etc.) but it cannot be all outsourced.
- **Progress reports** (1-page document describing how you will implement each knowledge area in your project) should be submitted in the predetermined due dates (either as hard or electronic copy).
 - Please, consult the document called *Progress Reports* available on the web regarding the issues which should be addressed by each of the three progress reports, their deadlines and submission details. Later submissions will be penalized.
 - The progress reports and the project proposal will together form 5% of the final mark
- **Project presentations** will be held on April 9th or April 16th.
 - All students must be present during the presentation of their team.
 - All groups should submit their final presentation PowerPoint slides to INSE6230.projects@gmail.com on April 5th. Later submissions will be penalized.
 - The presentation should take around **20 min**. Shorter and longer presentations will be penalized. Summarize the most important points for the presentations and include all the details in the final project report.
 - **All** the group members must speak during the final presentation and must be able to answer questions on any part of the project. Individual evaluation may be given for your answers.
 - The presentation will form 10% of the final mark
- **Final report** should be submitted on April 9th. Later submissions will be penalized.
 - Hard copy of the report including CD with MS project files should be submitted during the session of April 9th whereas the electronic copies of both the report and the MS project (.mpp file) should be sent to INSE6230.projects@gmail.com by midnight of that day.
 - Final report with all the included material is worth 15% of the mark.
 - The report itself should be limited to **max 50 pages**.
 - Table of contribution which describes the detailed tasks performed by each team member must be included on the last page of the report.
 - Various tools (MS Project, MS Excel, etc.) and templates (see Appendix D of the textbook) can be used to create the required documents.
 - The project report should cover five process groups and all the knowledge areas discussed in the lectures. It is expected that you implement **the tools and techniques you specified in your progress reports AND at least** the following:

| Section | Objectives | Suggested templates /comments |
|---|---|--|
| Project initiation phase | Carry out project selection | Weighted Decision Matrix for the project + SWOT analysis |
| | Define scope | Scope Statement |
| | Justify the need for the project | Business Case |
| | Identify project stakeholders, objectives and deliverables | Project Charter |
| Project planning phase | Identify the project team and define roles and responsibilities | Team Contract , Responsibility Assignment Matrix |
| | Conduct Kick-off meeting | Kick-off meeting |
| | Create the Work Breakdown Structure (WBS) | WBS representing the actual work (around 10 tasks per group member are required) |
| | Develop and control the project schedule and estimate the time and resources for each subtask | Gantt Chart with milestones and required resources and estimated cost for each activity +Network Diagram |
| | Identify risks and define risk strategies | Risk Register + Risk Breakdown Structure +Probability Impact Matrix |
| | Apply techniques for quality planning | Quality metrics +At least one technique |
| Project execution phase | Execute tasks defined in project plan | Work Performance Information (measuring the progress of cost and schedule plan) |
| | Implement the procurement of project resources (optional) | |
| | Perform quality assurance plan | Quality checklist + At least one technique |
| | Track the project progress | Milestone Report |
| Monitoring and controlling the project | Measure project performance | 3 Status Reports in different points during the project execution |
| | Verify and manage changes to the project | At least 2 change requests and Recommended Actions |
| | Perform quality control plan | At least one technique |
| | Monitor all risks | Risk Register updates |
| Closing the project | Obtain final acceptance and perform administrative closure | Project Closure document + Final Project Report |
| | Identify and document lessons learned | Lessons Learned Document |
| | Release project resources | Project Presentation (PowerPoint) |

Any questions or concerns should be sent to INSE6230.projects@gmail.com