

Project Work III - Guidelines (2003/04)

Introduction

Final Year Project is an important module in the whole course. This is a year long project for a group of 2-3 students to develop a software application in their area of interest. Every student is expected to put a significant amount of effort in this module. Good time management is essential to the success of the project. A good balance of effort between the project and the modules are also important.

This guide discusses the general issues related to the project, including assessments, overall schedule, resource allocation and roles of supervisors, module leader, co-markers and coordinator.

Assessment

Students will be assessed on how well they do their analysis, design and construction of the proposed software application. The application should be build with real usability in mind. Assessments will also take into consideration of their creativity, difficulty level, team work, time and project management skills, demo/presentation skills and of course the quality and usability of the final product.

Assessment is staged, there are 5 components to be assessed:

- Initial Report (10%)
- Interim Report (20%)
- Demonstrations of prototype or sub-systems and final product, Final Report (60%)
- Project Management Skills - will be based on the LOG book and supervisor' s observation over the whole project period. (10%)
- Individual contribution

Further guidelines of each deliverable will be provided at a later stage.

Penalty

3 % of the component marks will be deducted for each working day of late submission.

Major Milestones

All deliverables, except peer-reviews are to be handed in by the deadline to the CIM department office on 1/F of the Admin. block.

Dates (dd/mm/yy)	Activity
Year 2	
20 Jun 2003	Project Briefing 9:30am
Summer Holidays	→ Very Important: <ul style="list-style-type: none"> ✧ Start LOG book, ✧ Meeting supervisors, ✧ Project title research, ✧ Development environment preparation, eg. system installation, tools familiarization ✧ Project Proposal Preparation
Year 3	
Proposal stage	
11/9/03	→ Hand in Project Proposal
19/9/03	<ul style="list-style-type: none"> ✧ Project supervisor assigned ✧ Report to supervisor of work done during summer vacation ✧ Start Analysis Work
before 26/9/03	→ Each student will hand in a Peer-review for this stage to his/her supervisor in person
Initial stage	
6/10/03	→ Hand in Initial Report (2 hardcopies)
8/10/03-20/10/03	→ Initial Report Presentation (5-10mins) - to be arranged.
20/10/03	<ul style="list-style-type: none"> ✧ Detail Requirement Analysis & Design → Each student will hand in a Peer-review for this stage to his/her supervisor in person
Interim stage	
19/12/03	→ Hand in Interim Report (2 hardcopies)
	✧ Full swing system development
5/1/04	→ Hand in:
	<ul style="list-style-type: none"> ✧ Demo Harddisk (or Clone), and ✧ A powerpoint presentation of your prototype demo
7/1/04-20/1/04	→ Prototype or sub system demo to verify the powerpoint presentation
20/1/04	→ Each student will hand in a Peer-review for this stage to his/her supervisor in person
23/2/04-27/2/04	
Final stage	
27/2/04	→ Hand in Products (2 installation CDs including source code, 2 Installation manuals)
5/3/04	→ Hand in Documentations (2 hardcopies)
8/3/04 onwards	→ Product Demo – to be arranged
31/3/04	→ Each student will hand in a Peer-review for this stage to his/her supervisor in person

Staff Responsibilities

Roles of Project Supervisor:

- Supervisors are not expected to and should not hand hold the students technically. It is the job of a student to complete the project independently
- Supervisor will monitor closely the progress of the students
- Supervisor will help the student to arrange for resource
- Supervisor will give advice to students concerning the scope and progress of the project.
- Supervisor will comment on the product
- Supervisor will sign your weekly log book entry.

Roles of Project Module Leaders (PML):

- PML will provide guidelines for course specific project guidelines
- PML will assume the role of Project Co-marker on all project deliverables
- PML will moderate the marks.

Roles of Project Coordinator (PC):

- PC will provide guidelines for project deliverables
- PC will ensure overall resource allocation and major milestones

Project Resources

A website <http://pw3.cwcm.ws> has been build to effectively disseminate necessary information to students. Documents and guidelines, including this project guide will be made available on this site as and when necessary.

When a student requests for special arrangement of hardware/software to be used for the projects, other than the existing setup in Lab 317, 318, 349, 350 and 348, they should request it through the supervisor. The supervisor in turn will discuss with the Project Coordinator for the arrangement. Students should expect some lead-time before the resource can be arranged from the time they submit the request to the supervisor. If it is an item that the department does not have, you should make your request **as early as possible** for our purchase considerations.

Software and equipment currently available for project use are listed on our Intranet. Please check <http://www.cwcm.vtc.edu.hk/PROJECT/project.htm> to see the full lists.

Software Allocation

The CIM department in Chai Wan has joined the Microsoft MSDNAA program. Software that is covered by this program will be provided for student project use. CD media are available for loan from our technician room in 349A or 348A. Students will be required to sign a loan form. Details of the program is available from the Intranet at,

<http://www.cwcm.vtc.edu.hk/MSDNAA/msdnaa.htm>

Other special software with limited number of licenses can only be loaded on a designated computer or hardware. These softwares can be loaned with supervisor' s approval.

Licensing Issues

All the software used must be legally licensed. If there is any software downloaded from Internet or some other means, the license agreement stating that it is a "FREEWARE" or can be used without registration for EDUCATION purpose, must be indicated in the Project Proposal and Initial Report.

Hardware and Equipment Allocation

In order to provide a wider variety of equipment for student projects, there is only a limited number of each equipment type. In some occasions, it may be necessary to limit the number of projects sharing the same piece of equipment.

Most small equipment can be loaned for a continuous period of 3 days. Students will be required to sign out a loan form (available from the technician rooms 349A, starting Sept 2003). Other equipment can normally be loaned for use in the laboratories.

LOG BOOK

1. This log book is a record of the weekly progress of a project group. It should record what has been planned, what is done, who did it and why is it done.
2. Only ONE log book is kept for each group.
3. Starting on the submission of project proposal on 11/9/2003. Log book will be filled out by project group every week. NO makeup is allowed when the week has lapsed.
4. Log book will be signed and dated by supervisor at least once every two weeks. First review of log book and meeting with supervisor should not be later than 26/9/2003.
5. Log book will contribute to your final project mark.

LOG book record template

(use one record per week)

Date: _____

Description:	logged by

Supervisor' s signature:

_____ (Date: / /)

Peer Review (2003/04)
To be handed in by each student

Course/Class:

Project ID:

Project Title:

Supervisor:

Stage : _____ **(Proposal, Initial, Interim, or Final)**

Brief Description of work done each of your project group members during this stage.

Contributions (out of 100):

Please provide the contributions in % to the best of your knowledge. The information will be kept confidential and used by supervisors as reference only. Subject to your supervisor's decision, it may or may not affect the final distribution of marks.

Yourself (Name: _____) _____ (%)

Group member (Name: _____) _____ (%)

Group member (Name: _____) _____ (%)

Total: 100 (%)

** please delete whichever is not applicable.