

## **Senior Project 1 - Project Proposal, Tracking, and Guidelines**

### **Fall Semester 2004**

#### **OVERVIEW:**

Each team is expected to work as a team to fulfill the project requirements as outlined below. While there will (for the most part) be a team grade, periodic peer review will also be undertaken to identify exceptions where warranted. The leadership of the team and distribution of responsibilities within the framework of the project are for you to decide. There are various activities that must be undertaken in this project and there are needs for a wide range of skills ranging from writing and presentation skills to analysis and design skills and ultimately to coding and testing skills.

#### **BACKGROUND:**

Your project must include some investigation of the topic you choose. I would be pleased to discuss any ideas you and your team might have. I am acting as the client and user, and as such, you should seek clarification when you deem necessary. This is the norm.

#### **DELIVERABLES:**

There will be several deliverables for your project. These will be discussed under separate cover. However, deliverables will be formal and presented. The documents will center on a number of artifacts. The requirements for each deliverable are found in the Project Deliverables link on my web page.

Documentation (and presentations) are to be professional-looking **in every respect**. There can be no spelling errors or grammar errors. These should be documents that you feel you could turn over to a detailed design team / implementation team or a user. Examples of acceptable documents are available in my office - for review and/or checkout.

All teams will establish a schedule. Each group is to have regular meetings. Teams that get more than a few days behind usually stay behind and never catch up. So it is imperative that your team must stay on schedule. I would strongly recommend your turning in a schedule, as outlined below. This is not mandatory. But all project development efforts need to be tracked. The Schedule should be turned in to me as soon as we have discussed to deliverables due throughout the semester. The schedule will contain targeted deliverables, individual task names (or task-id) anticipated number of hours to accomplish, prerequisites prior to starting this task, scheduled start date; actual start date; hours spent on task; completed date; if late, resulting impacts on team, if not finished, get well date; critical path made clear. You should use Microsoft Project for your schedule. You may download a free version (student); it is also available in the CIS labs. Teams will elect a team leader. Each two weeks, the team leader needs to gather schedule and log forms (see below), comes and talks with me to discuss compliance with schedule, problems encountered, remedies anticipated, successes gained, etc. (Other

members may attend) Team leader will receive (anticipated) 105%-110% of earned grade, assuming earned grade exceeds 70% overall. Each deliverable in the project will be separately graded and returned with feedback. If you want to be the team leader, you must ensure that you are willing to meet with me and discuss the documents just cited.

Peer Reviews: Discussed in separate handout, but required for ALL team members every deliverable. These must be turned in separately by team members ON THE DUE DATE. It is anticipated that all/most members of the team will get the same team grade. However, this is not necessarily the case. The nature of the project is a team project. So, while there may be some members who contribute more than others, please note that I view non-participation just as undesirable as over-domination.

## Project Proposal

Course: \_\_\_\_\_

Date: \_\_\_\_\_

Team Number: \_\_\_\_\_

Team Members (last names) :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Team contact point: (email address team representative): \_\_\_\_\_

Topic: (You may cut and paste description from project descriptions handout)

Anticipated features to be implemented: (Enter a brief description {short paragraph, bullets, etc.} describing agreed-to features that your project will implement) (Use attachment if necessary)

Original Schedule (project tracking) and distribution of responsibilities (task-ids):  
(Include separate hardcopy)