

# Introduction to BCIS Project

S1 2015

# Welcome & Goals for Today

- Introductions to people and projects.
- New project allocation
- Plan for the week
- A project overview

# BCIS Project Team

- **Academic Leader**

Anne Philpott. Responsible for academic aspects of project. See Anne for aspects related to supervision, assessment, workshops, project or team issues.

- **Industry Advisor**

Gisela Klette. Gisela works with industry to source the wonderful opportunities the project provides. See Gisela for any issues related to project clients.

- **Project Administrator**

Samira Saraf. Samira handles enrolments withdrawals, attendance etc.



# BCIS Project Team

- South Campus Coordinator :TBA
- Supervisors

Ahmed Al-Sadi

Alastair Nisbet

Albert Yeap

Anne Philpott

Anne Stahl

Bobby Yang

Farzan Kolini

Gisela Klette

Greig Wakefield

Hadi Karimikia

Jacqui Whalley

Jairo Gutierrez

James Skene

Kenneth Johnson

Nor Khalid

Noreen Jamil

Nurul Sarkar

Parma Nand

Phil Carter

Ramesh Lal

Roopak Sinha

Russel Pears

Waqar Hassain

And others

# Information and Contacts

- Email for Project Matters: [BCISProject@aut.ac.nz](mailto:BCISProject@aut.ac.nz)
- AUTonline

All material and notices for this course will be on:  
407008\_2015\_01 BCIS Project S1 2015

You should have access to this. If not please email above address. It is your responsibility to keep up to date and to ensure you know what is required to succeed.

- Office Hours

Anne Philpott will be available in her office in WT Level 1 on Tuesdays 10-noon. All other times you will need to email for an appointment.

# Stats of the Day

- New Project Students Score:105
- New Projects

You will be part of 1 ongoing project and 28 new projects.

- Continuing Project Students Score:113

These are the senior students of the project class. They will share what they have learnt on their journey so far and are a great resource of those just starting out.

# Starting Point

- **Student Guide**

This provides the starting point and overview for information and answers to questions about the BCIS Project. The Guide is available on AUTonline. Read it, use it – it is your responsibility to become familiar with the contents.

- **Detail Guides**

Each phase of your BCIS project is outlined in a specific guide which details the expectations and assessment mechanism for that aspect. The first Detail Guide of interest to you will be 'Guide to Project Proposal Requirements & Assessment'

# Starting Point

- ## Workshops

Workshop sessions are scheduled throughout the course to provide mentoring and support in achieving project goals. A schedule of dates and times is available on AUTonline.

### Applied and Relevant

These are interactive sessions by experts that aim to help new and continuing students with important aspects of a project.

They will differ this semester as we will follow a '**Flipped Learning**' approach. Outside the lecture room, use the resources and guides provided to understand what is required. Inside class we will practice with applied examples.

**All** students should attend unless the session is for a specific group (eg next Tuesday). Come along learn from the experts and from each other. Share the load!



# Starting Point

- **Work Logs/Diaries**

Maintaining an **individual work log or a diary** is a compulsory part of your BCIS project. This is the evidence of your contribution to the project and must always be available for your supervisor to see and for all project assessment items.

Bring it to class, team meetings, supervisor meetings etc.

Your log can be a **durable physical book** OR **date stamped digital blog**. Please discuss this choice with your supervisor so that they are aware of what you are using.

# New project allocation.

- The Numbers

There were 46 new and 1 ongoing project identified in the prospectus. Teams have been allocated for 27 new and the 1 ongoing project. Of these 26 have external clients and 2 have clients within AUT. 3 of these teams are at AUT South. Most teams have 4 members.

- The Criteria

Some projects were oversubscribed and some had few or no applicants. Our ongoing projects must be resourced. We want to do the best we can for our external clients so we have allocated as many of them as possible.

The main allocation criteria were:

- Suitability for major.
- Quality & timing of Expression of Interest.
- Academic record & Campus

# New project allocation.

- Allocation Notice

Each student being assigned will receive a notice identifying:

- Your allocated project.
- The other members of your team.
- The name and email of your project supervisor (**exceptions**).

# Tasks for this week.

1. Meet your team members and agree how you will work together. Create a compact that:
  - Establishes guidelines and boundaries for team members behaviour.
  - Clarifies the expectations of each member.
  - Determines a framework for interactions

*Why??*

# Team Compact.

Broadly speaking, a team:

- Establishes guidelines and boundaries for behaviour in a team.
- Clarifies what is expected of each member.
- Determines a framework for interactions in the present and the future.

*When a team creates a team compact, it is giving itself a chance to reduce (if not eliminate) the uncertainty faced by its members. ...team members create rules of engagement, which make explicit the what, when, who, and how of task completion, decision-making, and communication within the team. Among the things covered by the rules of engagement are the nature and frequency of communication, communication media to be used, the values that the team will live by, the response times for messages, how conflict will be resolved, how the decisions will be made (including who makes what decisions), and how the tasks will be completed (including who accomplishes what tasks). (Leading Virtually. Downloaded from <http://www.leadingvirtually.com/virtual-team-tools-team-compact/>)*

# Tasks for this week - contd.

2. Contact your supervisor. Provide your team contact details, identify the times when all members of the team are free to meet.

Galaxy Team					
Members:	Email addresses				
Ford Prefect	<a href="mailto:fp@betelgeuse.gal">fp@betelgeuse.gal</a>				
Trillian	<a href="mailto:tr@betelgeuse.gal">tr@betelgeuse.gal</a>				
Marvin	<a href="mailto:marvin@betelgeuse.gal">marvin@betelgeuse.gal</a>				
Zaphod Beeblebrox	<a href="mailto:zaphod@betelgeuse.gal">zaphod@betelgeuse.gal</a>				

Table below indicates days and times when all team members are free to meet

	Monday	Tuesday	Wednesday	Thursday	Friday
9am					
10am					
11am					
noon					
1pm					
2pm					
3pm					
4pm					
5pm					

# Tasks for this week - contd.

2. Schedule a first meeting with your supervisor. It should take place within the next week.
3. Read the 'BCIS Project Student Guide' and the 'Guide to Project Proposal Requirements & Assessment'
4. Identify one question for next Monday's workshop on Project Proposals.



Overview.

# Student Guide



# Work Spaces & Access.

- **Project Labs**

The project labs are your workspace for the semester/year. The spaces provide some shared computers, some workspaces for laptops, and meeting spaces.

**All Desks are HOTDESK's Unless Otherwise Marked**

If your team needs a dedicated PC then you need to apply specifying exact reasons.

- **Where? – WT 501 & 505**

- **Passcards** – Coming?!?! A list of new students has been provided and details of obtaining a card will be available later this week.



# Should a problem arise.

## 1. Team

Does your team have a strategy described for dealing with this? For communicating about it? Should you? Talk to your team members. Read again about team compacts.

## 2. Supervisor

Your supervisor is your team mentor. They are not there to solve your problems for you but they are there to help you work out how to solve them for yourselves.

## 3. Problem Clinics

See course Schedule on AUTonline.

## 4. Project Academic Leader

See office hours in earlier slide.