Project Portfolios

S1 2015

The final stage!

Over the last semester or two you and your fellow team members have:

- Presented an acceptable proposal
- Worked with your client to identify the project goals
- Worked with each other to do the best job you can
- Some of you have survived a mid-project review, others are preparing for one.
- Produced something/s that may or may not be what you expected to produce at the start.
- Planned, researched, read, written, reported, designed, developed, tested, installed and hopefully learned a lot.

Questions for today.

- *How can you make sure your supervisor and the BCIS project assessment team understand and value all the work your team has produced?*
- *How can you collate all your work so that you can look back at it and reflect on the process and what you have learned?*
- *What can you do if:*
  - *you are concerned that you haven't done enough work?*
  - *You lack evidence of the work you have done?*

Project Outcomes?

- The outcome of the Research & Development Project will be one or more products of some sort (for example, an installed system, a report or a series of reports on a completed enquiry, a piece of software, an IT strategy or infrastructure or plan) that achieve the goals identified by the client.

- In addition there will be a portfolio that evidences both the products/s and how they were created. This portfolio provides the material that supports and makes visible the team and individual work that went into the project.

BCIS Project Learning Goals

Your product/s, portfolio, poster & reflective report are for the purpose of allowing assessors to confirm that you have met the BCIS Project goals.

1. Show the ability to successfully undertake original work.

2. Demonstrate a professional attitude.

3. Demonstrate the ability to integrate the different disciplines required to bring a project to a successful conclusion.

4. Communicate effectively with clients and sponsors.

5. Communicate effectively in both written and verbal presentations and in group situations.

BCIS Project Learning Goals

6. Effectively manage, monitor and control the activities involved in a development project.

7. Determine an appropriate process and accompanying set of deliverables for their project.

8. Show the ability to document appropriately the deliverables for their project - software specifications, project plans, source code, technical reports, white papers, literature reviews, academic articles for publication etc.

9. Select and justify an appropriate methodology for their project.

- Status Report

  Due date: 4pm Friday July 24th

  Specifications are provided in *'Mid-project Progress Review Requirements and Assessment'*

- Project Product/s & Project Portfolio

  Due date: Mid-project review interview (week 3).

  The mid-project review is 10% of your project grade but we should be seeing 50% of your work.

  Specifications are provided in *'Mid-project Progress Review Requirements and Assessment'* on AUTOnline

- Project Product/s & Project Portfolio

  Due date: 4pm Friday June 19th .

  This is the substantive part of the project output.

  It makes up 45% of your project grade.

  Specifications are provided in '*Portfolio & Final Product Requirements and Assessment Guide*' on AUTOnline

- Poster

  Poster Session: June 18th . Schedule will be provided this week**.**

  The poster is worth 10% of your project grade.

  Specifications are provided in '*Poster Requirements and Assessment Guide*' on AUTOnline

Assessment Items

- Reflective Report

  Due date: 4pm Friday June 19th .

  15% of your project grade.

  Specifications are provided in '*Reflective Report Requirements and Assessment Guide*' on AUTOnline

- Client feedback.(5%)

  You should have already requested feedback from your client by sending the client questionnaire. This feedback needs to be sent by the client directly to your supervisor who will send on to you. You need to reflect on this feedback in your Reflective report.

- Supervisor feedback.(10%)

What makes a good portfolio?

- **Well structured and professionally presented.** Your assessors should be able to readily access all the material using a clear and well defined index and structure.

- **Complete**. **All** your evidence should be there. Some may be in the main portfolio and some as appendices (eg emails). If you have physical material (eg drawings, notes, task boards etc) take photos so that it can be included in the portfolio.

What makes a good portfolio?

- **Addresses evidence categories clearly**. It should not be necessary to 'search' for a particular category of evidence.

- **Provides a clear history**. The thread of activity should be there – eg versions of material used, plans, code etc. It is not adequate to just provide final versions.

- **Evidences adequate work**. The evidence should support adequate work for each individual in the team.

Evidence Categories

- **Project planning & control**, includes rationale for project decisions   (10%)

- **Teamwork and communication**; Relationship with the sponsor/client and stakeholders   (10%)

- **Work Products.** Project research, development and quality assurance activities. All outputs and outcomes, All final Product/s (25%)

Project Planning & Control

- **What type of things would be evidence in this category?**

Project Planning & Control

- **What type of things would be evidence in this category?**
    - Multiple sequential versions of your project plan from the first in your proposal to the latest.
    - Iteration or sprint schedules.
    - Proposal
    - Meeting records (in appendices)
    - Progress reports (eg mid-project review report)
    - Developer logs or work diaries.
    - Estimates
    - Time tracking records.
    - ??

Project Decision Rational

- **What type of things would be evidence in this category?**

Project Decision Rational

- **What type of things would be evidence in this category?**
  - Proposal
  - Why things were done – eg position paper, research report.
  - Tool or product evaluations
  - Design rationale
  - User profile

Teamwork & communication Client, stakeholders Relationship

- **What type of things would be evidence in this category?**

Teamwork & communication Client, stakeholders Relationship

- **What type of things would be evidence in this category?**

  - Team agreements

  - Team role information

  - Team contracts

  - Correspondence and meeting records within team and with clients/ other stakeholders. Important material in portfolio. Things like meeting minutes in appendices.

  - Client reports

Research & Development activities & Outputs

- **What type of things would be evidence in this category?**

Research & Development activities & outputs

- **What type of things would be evidence in this category?**

  - Requirements, specifications

  - Research questions and research data collected

  - Models, Prototypes

  - Technology evaluations

  - Designs – (UI, Architecture, persistent data, implementation)

  - Code

  - Executable software

  - Client reports

Quality Assurance activities & outputs

- **What type of things would be evidence in this category?**

Quality Assurance Activities & Outputs

- **What type of things would be evidence in this category?**
  - QA goals, standards, expectations and plans
  - Test strategies
  - Unit tests
  - Acceptance tests & execution evidence
  - Usability test material
  - Review records (eg sprint reviews, report proof-reading reviews)
  - Standards guides, configuration management procedures etc

Examples.

- Portfolio examples.

- Lacking evidence/ What can you do?

- Lacking work done, what can you do?