



BUSINESS SCHOOL
Te Kura Pakihi

DEPARTMENT OF INFORMATION SCIENCE

Software Project Management
INFO 310

COURSE OUTLINE

Semester One 2021

Student Support

Reference for staff and students

Refer numbers below to Specific Support contacts list for contact details.

- Spiritual and cultural connections
(3, 8, 10, 14, 15, 16, 17)
- Socialising and fun
(12, 14, 15, 17, 19, 20, 26)
- Physical health and well-being
(5, 8, 10, 12, 14, 15, 16, 17, 23, 26)
- Mental health and well-being
(4, 5, 7, 8, 10, 12, 14, 16, 17, 19, 23, 25)
- Course advice
(6, 8, 14, 22)
- Academic support
(5, 8, 9, 10, 11, 12, 14, 16, 17, 22)
- Careers and employability
(2, 16, 20, 24)
- Financial support
(14, 16, 17)
- Flatting and accommodation
(10, 12, 13, 14, 16, 17, 21)
- Assault or sexual violence
(1, 12, 14, 16, 17, 18, 23, 25)
- Disputes, bullying, social media harm
(1, 8, 10, 12, 13, 14, 16, 17, 18)
- International student support
(2, 5, 8, 10, 12, 15, 16, 17, 23)
- LGBT Support
(10, 12, 14, 15, 16, 23)

Specific support contacts

1. Campus Watch | (24/7) 0800 479 5000
2. Career Development Centre | 0 479 8244
3. Chaplains | chaplains@otago.ac.nz
4. Counselling – needtotalk? | Freetext/all1737
5. Disability Information and Support | 03 47 8235
6. Department course advisors | (Nigel & Tony)
7. Emergency Psychiatric Service | 0800 467 846
8. Graduate Research School | 03 479 5737
9. HEDC – Student Learning Development | 03 479 8801
10. International Office international.support@otago.ac.nz
11. Librarians | ask.library@otago.ac.nz
12. Locals Collegiate Community | locals@otago.ac.nz
13. Manager Facilitation and Mediation | 03 47 5679
14. Māori Centre | 03 479 8490
15. OUSA Clubs and Societies | 03 479 5960
16. OUSA Student Support | 03 479 5449 email: help@ousa.org.nz
17. Pacific Islands Centre | 03 479 8278
18. Proctor | 0800 479 5000
19. Silverline silverline@otago.ac.nz
20. Social Impact Studio | volunteer@otago.ac.nz
21. Student Accommodation Centre 03 479 4166
22. Student Development | 0800 808 098 (AskOtago)
23. Student Health | 0800 479 821
24. Student Job Search | sjs.co.nz
25. Te Whare Tāwharau: Sexual Violence Support and Prevention Centre | 03 479 3790
26. Unipol | 03 479 5888 email: recreation@otago.ac.nz

Contact AskOtago if you're not sure where to start, or need help with anything else. 0800 808 098 | ask.otago.ac.nz

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Paper Description and Aims

This course introduces multiple aspects of software projects, including software life-cycle models, specifying software requirements, software effort estimation, software project scheduling and prioritisation, and risk and issue management. Other topics include project organisation and teamwork, software configuration management, software quality management, managing software contracts and managing release and implementation.

Learning Outcomes

Upon successful completion of this paper, you should have:

- The ability to delineate software requirement and come up with a project schedule and assign resources
- Knowledge of appropriate software development methodologies (e.g., Waterfall and SCRUM)
- The ability to identify project risks, and the ability to monitor and track project deadlines
- The skill to work in a team environment, and understand the importance of human factors and different modes of communication
- Examined the principles around software quality and contract management, and be aware of software release and implementation considerations

Teaching Staff

Paper Coordinator

Name: Dr. Daniel Alencar da Costa
Office: OBS 9.06
Email: danielcalencar@otago.ac.nz
Office Hours: Please e-mail to book an appointment

Lecturer

Name: Dr. Sherlock Licorish
Office: OBS 7.03
Email: sherlock.licorish@otago.ac.nz
Office Hours: Please e-mail to book an appointment

You should contact Dr. Daniel Alencar da Costa with any administrative enquiries about the paper, e.g. absence.

Course Delivery

Lecture Day/Time: Wednesdays, 2:00 pm – 3:50pm
Tutorials and/or Labs Day/Time: Thursdays, 11:00 am – 12:50pm
Room: Will be available in eVision

Lectures present the key conceptual material through discussion and interaction between teaching staff and students. Lectures are supported by readings.

Tutorials/Labs are interactive, collaborative sessions in which students attempt to cement concepts presented at lectures with their peers in a supportive environment.

Tutorials/Labs begin in the **first** week of semester. You will be allocated to a tutorial and this will be available in eVision. Tutorial times and locations will be posted on Blackboard during the first week of lectures.

Tutorials/Labs offer you the opportunity to work in groups on a series of tasks designed to apply the concepts that you have been exposed to in class and from your reading, and to stimulate your interest in the course as it applies to “everyday” issues. The key feature of tutorials, as opposed to lectures and individual study, is participation of all members of the tutorial group. **Please prepare for tutorials before going to them.**

Course Calendar The course calendar (in this outline) details scheduling information. Note that this calendar may change as the course proceeds. Any changes will be announced at lectures and be detailed on Blackboard.

Students are expected to prepare for and attend all classes to gain full benefit from the course

These activities should be prepared for by reviewing information detailed on Blackboard and completing any assigned readings. Students unable to attend a lecture are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are examinable.

Expectations and Workload

One lecture per week (2 hours)

One tutorial/lab per week (1 hour)

Independent study each week (assumed to be 6 hours)

Course Learning Resources

The recommended readings for this paper are the following:

- **Software Project Management** (*5th ed.*), by Bob Hughes and Mike Cotterell, McGraw-Hill, (2009).
- **Object Oriented Software Engineering – using UML, Patterns, and Java** (*3rd ed.*), by Bernd Bruegge and Allen H. Dutoit, Prentice Hall, (2010).
- **Software Engineering** (10th ed.), by Ian Sommerville, Addison Wesley, (2015).

Blackboard

Blackboard <https://blackboard.otago.ac.nz/> provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and *Blackboard* regularly.

Student Webmail

IMPORTANT - DO THIS NOW:

Forward your University email address to an email address that you use regularly as follows:

1. [Log into your StudentMail account](#) using your student username and password
2. Click **Cog button (top right corner) > Options**
3. Under **Account**, select the **Forward your email** shortcut under the **Short Cuts** menu on the right side of the screen.
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept on your StudentMail account, so please check the box if you would like this.
5. Click the **Start forwarding** button.

Assessment

All material presented is examinable (except where stated otherwise) by assignments and the final examination. All-important assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

Assessment	Due date	% of final grade
Quizzes/In-class Activities	During lecture/lab sessions	10
Evidence for: Feasibility Research and Requirements; Configuration Management; Estimation and Schedule; Risk Management; Quality Management and Usability Planning; Teamwork	Every other week in lab session, starting from Week 3	15 (3% each)
Software Deliverable (including presentation)	Week 12, Friday May 24 th at 5pm	20
Team Evaluation Questionnaire	Week 12, Friday May 24 th at 5pm	5
Final Exam	TBC	50

Description of Assessments

Quizzes/In-class Activities: In preparing for lectures and participating in class discussions, students are expected to review lecture slides and assigned reading material for each week's topic before coming to class. At times students will be given a short, unannounced quiz (or other in-class activity) to be turned in during the class. Quizzes and other in-class activities will count towards **10%** of the total marks.

Evidences: Six different forms of software project management evidences will be assessed on a continuous basis over the semester during lab times, starting in Week 3 and continuing fortnightly until all areas have been assessed. These evidences will be derived from a **class project** (see below) and include: Feasibility Research and Requirements; Configuration Management; Estimation and Schedule; Risk Management; Quality Management and Usability Planning; and Teamwork. Each of these aspects will be introduced during lectures, and further enforced in lab sessions. Students (in **groups**) will demonstrate each Evidence in the form of group presentations. Evidence will be graded out of 3% (**15%** in total) on: clarity, completeness, acceptable structure, and correct process execution.

Software Deliverable (class project): Students (in **groups**) will develop a simple software solution to a common problem. Students will be allowed to make a pitch to the class for a solution, which will be approved by the coordinator. The software deliverable will be assessed for **20%** of the course mark (including presentation), and is due in Week 12, **Friday May 28th at 5pm**. The software will reflect the work of two to three sprints of development (iterations). As part of the deliverable, students will provide a packaged piece of software with appropriate setup instructions. Students will also present their software during a 15 to 20 minutes oral presentation. Your mark will take into consideration the level of functionality provided, and the quality, robustness and usability of the software.

Team Evaluation Questionnaire: Each student will complete a team (group) evaluation questionnaire during Week 12 that is worth **5%** of the course mark. Student will be required to perform self-assessment and evaluate the performance of each member in their team. Staff members will also complete the questionnaire for each student, based on their observations during the course. Only students that complete the questionnaire will be eligible for these marks. Note also that the outcomes of the questionnaire could result in the revision (increase/decrease) of the marks you receive for the **Evidences** and **Software Deliverable (class project)**.

Final Exam: The final exam is held by the registry which is 3 hours long and worth **50%** of the course mark. It will contain questions from material covered in the lectures, tutorial/labs and experiences from the project

Course Requirements

Assessment Format:

Further instructions will be provided at the start of the course, including assessment descriptors specifying formatting instructions.

Assignment Submission Procedure:

Students are to follow submission instructions given in the assignment descriptors.

Late Assignments:

All requests for special consideration for internal assessments must be made as early as possible to the course coordinator and will be dealt with on a case-by-case basis. Should you be unable to attend or complete *any* internal assessment component for medical or personal reasons, appropriate documentary evidence (such as a medical certificate) is required. Requests and associated documentation must be provided as early as possible so that alternate arrangements can be made. Any late requests are likely to be turned down. **Students who wish to apply for special consideration for the final examination should contact the Registry.**

Referencing Style and Style Guide:

For this paper the referencing style is *APA*; refer to style guide:

http://otago.libguides.com/ld.php?content_id=23289095&_ga=1.15196726.1422781749.1469081771

Quality Assurance

At the Otago Business School we monitor the quality of student learning and your learning experience. Your assessed work may be used for assurance of learning processes, such as evaluating the level of achievement of learning outcomes, with the aim of improving the quality of our programmes. All material used for quality assurance purposes will be treated as confidential and the outcome will not affect your grades.

Learning Outcomes

Learning Outcome	In-class Activities/ Quizzes/	Evidences	Software Deliverable (class project)	Final Exam
Ability to delineate software requirements and come up with a project schedule and assign resources	*	*	*	*
Knowledge in selecting an appropriate software development methodology (e.g., Waterfall or SCRUM)	*	*		*
Identify project risks, and monitor and track project deadlines	*	*	*	*
The skill to work in a team environment, and understand the importance of human factors and different modes of communication		*	*	*
Examined the principles around software quality and contract management, and be aware of software release and implementation considerations	*	*	*	*

Grading System

The grading scheme used at Otago is:

A+	90-100	C+	60-64
A	85-89	C	55-59
A-	80-84	C-	50-54
B+	75-79	D	40-49
B	70-74	E	<40
B-	65-69		

Results for all internal assessments will be provided electronically through Blackboard or via your university email. If there are any errors or omissions regarding these, you must contact the course coordinator as soon as possible.

Academic Integrity and Academic Misconduct (Plagiarism)

Students should ensure that all submitted work is their own. Plagiarism is a form of academic misconduct (cheating). It is defined as copying or paraphrasing another's work and presenting it as one's own. Any student found responsible for academic misconduct in any piece of work submitted for assessment shall be subject to the University's dishonest practice regulations, which may result in serious penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases, exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.

Students are advised to inform themselves about University policies concerning dishonest practice and take up opportunities to improve their academic and information literacy. If necessary, seek

advice from academic staff, or the Student Learning Centre. The guideline for students is available at this link: <http://www.otago.ac.nz/study/academicintegrity/index.html>

Course Calendar

Lecture/ Tutorial Number	Week Commencing	Topic	Reading	Milestone(s)
1	1-Mar	Course Introduction and Introduction to Software Project Management	T1, Chapter 1 T3, Chapter 1	Pitches made and groups formed during lecture and tutorial/lab, assessment structure and grading discussed
2	8-Mar	Software Requirements	T2, Chapter 4 T3, Chapter 4	Teams finalised and decompose software requirements for class project
3	15-Mar	Traditional and Agile Software Development Models	T1, Chapter 4 T3, Chapter 3	Evaluation of Feasibility Research and Requirements
4	22-Mar	Software Configuration Management and Continuous Integration	T2, Chapter 13	Scoping Requirements and Implementing Configuration Management
5	29-Mar	Software Effort Estimation	T1, Chapter 5 T3, Chapter 23	Evaluation of the Software Configuration Management
Mid-Semester Break from 5-Apr to 9-Apr				
6	12-Apr	Project Scheduling	T1, Chapter 6 T3, Chapter 23	Implementing Project Scheduling and Effort Estimation
7	19-Apr	Managing Quality and Software Testing	T1, Chapter 12 T2, Chapter 11	Evaluation of Effort Estimation and Schedule
8	26-Apr	Risk Management	T1, Chapter 7 T3, Chapter 22	Planning for Risks, Managing Quality, and considering Communication decisions
9	3-May	Managing People and Teamwork	T2, Chapter 3 T3, Chapter 22	Evaluation of Risk Management and Quality Management

10	10-May	Managing Contracts	T1, Chapter 10	Managing people, teamwork, and contracts
11	17-May	Managing Release and Implementation	T2, Chapter 13	Evaluating Teamwork
12	24-May	Software Presentations	-	Project (software) Deliverable and Team Evaluation Questionnaire due
13	31-May	Revision and Final Exam Preparation	All Lectures	Course Feedback and Reflections

[T1] Software Project Management (5th ed.)

[T2] Object Oriented Software Engineering – using UML, Patterns, and Java (3rd ed.)

[T3] Software Engineering (10th ed.)

- Lectures end Friday 4th June 2021
- University Exam Period First Semester Begins Wednesday 9th June 2021
- End Wednesday 23rd June 2021

Student Learning Support and Information

Student Charter

<http://www.otago.ac.nz/about/otago0005275.html>

Guidelines for Learning at Otago

<http://hedc.otago.ac.nz/hedc/wp-content/uploads/2012/12/Guidelines-for-Learning.pdf>

<http://hedc.otago.ac.nz/hedc/learning/>

Student Learning Centre

The Student Learning Centre, which is part of the Higher Education Development Centre, provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students to improve their learning strategies and their generic skills;
- individual assistance with learning issues;
- on-line study skills advice;
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds.
- conversational English groups for students from a non-English speaking background

The Centre also provides two very helpful study guides, "Guidelines for Writing and Editing" and "Writing University Assignments" and these are available on the SLC website.

<http://slc.otago.ac.nz/>

Library Support

The Library website <http://www.otago.ac.nz/library> provides access to resources and services, including group room bookings, library hours and locations, past exam papers, subject guides, article databases and more.

If you need assistance either check out the self-help guides <http://otago.libguides.com/selfhelp>, or ask Library staff at the ground floor service desks, or email ask.library@otago.ac.nz

Kaiāwhina – Māori Student Support

Ko Te Atua o Taiehu te Mauka, Ko Ōtākou te Tai, Ko Ōtākou te Marae, Ko Kai Tahu , Taranaki ka iwi. Ko Taikawa Brett Taiaroa Karetai Tamati-Elliffe ahau.

Papaki kau ana ngā tai o mihi, ko Taikawa ahau. He wheako ōku kia poipoi, akiaki ia koutou nga tauira o Te Kura Pākihi.

Taikawa Tamati-Elliffe (Kai Tahu, Taranaki) is the Kaiāwhina Māori (Māori student support) for Te Kura Pākihi (Business School). He can help with questions about your academic studies as well as providing information on scholarships, pastoral, financial and other campus services. Taikawa also offers support to those studying away from their whanau, hapū and iwi, to feel safe and supported.

Tel: 03 479 5342

Email: kaiarahi.obs@otago.ac.nz | taikawa.tamati-elliffe@otago.ac.nz

OBS Pacific Student Support Facilitator (Part-time)

Mary Jane's role is to **liaise with** Academic Departments and Student Services relating to Pacific students and their course of study. Mary Jane is based in the Pacifica room on the **OBS Ground Floor**. As she works part time, it is best to email her to make an appointment.

Email: mary-jane.kivalu@otago.ac.nz

Disability Information and Support

Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early, through one of the contacts below:

Website: <http://www.otago.ac.nz/disabilities>

65 Albany St, West Lane, ISB, Student Services

Tel: +64 3 479 8235 Email: disabilities@otago.ac.nz

Student Feedback

We encourage your feedback. This can be in the form of contacting staff, participating in course evaluation surveys, and communicating with class representatives. Continual improvements will be made to this course based in part on student feedback. Recent changes to this course as a result of

constructive feedback include *teaching the "Implementing proper Version Management and Tracking and Project Collaboration techniques" class earlier, since students felt this knowledge would be more useful if taught earlier in the paper.*

Class Representatives

The class (or student) representative system is an avenue for encouraging communication and consultation between staff and students. It provides you with a vehicle for communicating your views on the teaching and delivery of the paper and provides staff with an opportunity to communicate information and gain constructive feedback from students. It contributes to the development of a sense of community within a department and it adds a further dimension to the range of support services offered to students.

Volunteers for the role of class representatives will be called early in the semester. The OUSA invites all class representatives to a training session, conducted by OUSA, about what it means to be a class representative and some of the possible procedures for dealing with issues that arise. They also provide information on the services that OUSA offers and the role OUSA can play in solving problems that may occur. The OUSA provides support to class representatives during the semester. Departmental staff will also meet with class representatives during the semester to discuss general issues or matters they wish to have considered.

Your class representative's name and contact details will be posted on Blackboard early in the semester.

Concerns about the Course

We hope you will feel comfortable coming to talk to us if you have a concern about the course. The Course Co-ordinator will be happy to discuss any concerns you may have. Alternatively, you can report your concerns to the Class Representative who will follow up with departmental staff. If, after making approaches via these channels, you do not feel that your concerns have been addressed, there are University channels that may aid resolution. For further advice or more information on these, contact the departmental administrator or head of department.

Disclaimer

While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student's responsibility to be informed.