MONASH University

FIT3039
Studio 1

Unit Guide

Semester 2, 2009

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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Introduction

Welcome to FIT3039 - 3rd Year Studio. This unit is designed for you to put into practice many of the multimedia and games methodologies and technologies you have covered over the last few years. In small teams you are required to develop an industry standard multimedia or games product. This product will be a highly creative and technical achievement, serving a specific industry or artistic purpose. Students undertaking a multimedia project may choose to complete either a single semester project, or a project spanning FIT3039 and FIT3040. Games students will complete a major games project over the two units.

Unit synopsis

The principal development process focus of the unit will be on the social, legal and business context in which multimedia developers companies must operate. Students will work actively in teams on the development of an application/exhibition for a client. Project teams will use project planning/management skills, and design and build a prototype of the project using appropriate software processes and methodologies. Students will integrate multimedia, programming, business and technical knowledge in the development process. Requirements are fulfilled by the team producing an identified set of deliverables. The team must ensure that each deliverable is completed on schedule.

Learning outcomes

At the completion of this unit students will have a theoretical and conceptual understanding of the roles and responsibilities of clients and developers in a software development project and the methodologies, tools and techniques required for delivering a functional system.

At the completion of this unit students will have developed attitudes that enable them to approach the development process ethically and professionally.

At the completion of this unit students will have the skills to:

1. develop a significant multimedia/computing application, primarily project definition, design, and prototyping;
2. apply project management techniques to a software development project;
3. integrate multimedia, programming, business and technical skills in the design and development of a system prototype;
4. develop effective user and system documentation and evaluate personal performance and performance of a development team.

At the completion of this unit students will have developed the teamwork skills needed to communicate effectively with clients and members of the development team and work effectively in a team.

Contact hours

4 x contact hrs/week

Workload

Studio has specific workload and attendance requirements. In class requirements include:

- One-hour lecture (compulsory)

- Three-hour studio session (compulsory)

You will also be required to put in hours outside the allocated in class studio time. This time is needed for:

- Team meetings
- Client meetings
- Product development
- Preparation of project deliverables
- Process diary upkeep

Unit relationships

Prerequisites

(FIT2001 and FIT2002 and FIT2012 and FIT2016) or MMS2401

Prohibitions

MMS3404, MMS3407

Relationships

FIT3039 is a core unit in the Multimedia Applications and Games Development majors of the Bachelor of Information Technology and Systems. It is a prerequisite for FIT3040 Studio 2.

Before attempting this unit you must have satisfactorily completed (FIT2001 and FIT2002 and FIT2012 and FIT2016) or MMS2401, or equivalent. You should have knowledge of Systems Analysis and Design, Project Management, and the fundamental multimedia development tools.

You may not study this unit and MMS3404 or MMS3407 in your degree.

Teaching and learning method

This unit uses the Studio mode of teaching.

Lectures are provided to guide students through the requirements of the unit as well as the expected deliverables. These lectures are also intended to provide an insight into the multimedia and games industries, career preparation, exhibitions, and other practical "real-world" elements.

Studio sessions are designed to provide an environment where your team can collaborate with access to staff and requisite technologies. Studio sessions should not just be about development... they should be a time where your team can discuss the product, team progress, administrative matters, and collaborate with your team staff mentor.

Expected activities outside of class include product development, team meetings, client meetings, preparation of project deliverables, and process diary upkeep.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, http://mutts.monash.edu.au/MUTTS/

Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system: http://allocate.cc.monash.edu.au/

Unit Schedule

Week	Topic	Key dates
1	Unit Expectation, Group Formation and Project Selection	
2	Assessing Project Feasibility, Project Concept Documents	Project Concept
3	Project Planning Process, Project Plan Document, Work Breakdown	
4	Multimedia Development Processes	Project Plan
5	Teamwork and Team Communication	
6	Preliminary Project Presentations	Preliminary Project Presentation
7	Folios, Careers and Exhibition	Blog and Workbook #1
8	Intellectual Property	
9	Multimedia and Game Testing	
10	Delivering a project, Hand-over, Documentation	
	Mid semester break	
11	Presentation Skills	
12	Final Handover Expectations	
13	Student Presentations	Project Presentations, Final Project, Blog and Workbook #2 and Folio

Unit Resources

Prescribed text(s) and readings

There is no required textbook for this unit. After choosing your project you may be required to obtain texts relating to the topic or development technologies.

Recommended text(s) and readings

A list of recommended readings will be made available on the unit website. Due to the wide variety of projects, a definitive list will not be available, however some general books that may help include:

Nicholas, "*Project Management for Business and Technology*", Prentice Hall

Satzinger et. al, "*Systems Analysis and Design in a Changing World*", Thomson

Required software and/or hardware

There are no specific software requiements for this unit. After choosing your project you will be required to use the most appropriate development software. Some packages that will be of primary use include:

- Microsoft Project
- Microsoft Visio
- Adobe Photoshop and Illustrator
- Microsoft Visual Studio .Net

** Note that software required will be that of all other Multimedia units at Berwick as well as Games Development units at Caulfield. It is not required in all labs, however access to this software in at least one lab will be required.

Equipment and consumables required or provided

On-campus students may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook.

Study resources

Study resources we will provide for your study are:

There are a number of key resources that must be reviewed by all students. This includes:

- The Unit Information, outlining the administrative information for the unit

- The FIT3039 web site available via My Monash where materials for this unit will also be contained. Lecture slides, weekly studio requirements, assignment/deliverable specifications, sample work and supplementary material will be posted here. Note that this unit will be delivered using the Moodle system.

- Newsgroups/discussion groups will be linked from the unit homepage

Assessment

Overview

Practical assignments: 100%. Assignments will include group and individual components.

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 44% then a mark of no greater than 44-N will be recorded for the unit.

In order to pass the unit, students must pass both the group and individual components and attend 80% of studio classes.

Note that in the event of concern over the contribution of a team member, staff will review their contribution using project documentation, examination of Process Diaries and discussions with the students concerned. If it is deemed that contribution is significantly lacking, then that individuals group component may be multiplied by a factor of 0.5. This includes non-attendance in Studio sessions and will be strictly enforced

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

- **Assignment task 1**

    Title:
    > Project Concept
    Description:
    > This is a compulsory, non-assessed, task. The purpose of the Project Concept is for your group to begin to define and initially present your project or game ideas. This document will be used as a discussion piece with your group's staff supervisor. While it is not directly assessed at this stage, the concept document will be included in your Project Plan
    Weighting:
    > 0%
    Due date:
    > 29th July

- ## Assignment task 2

Title:
> Project Plan

Description:
> The project plan lays the foundation for your entire project. In this document you must present the project you are tackling and prepare a plan for development of the product. The plan should cover such areas as specific requirement, task breakdown, scheduling, quality issues, and the like. This document will also include your concept ideas as an appendix. Explicit detail will be provided on the unit website.

Weighting:
> 10%

Due date:
> 12th August

- ## Assignment task 3

Title:
> Blog and Workbook Submission #1

Description:
> This is the first submission of your individual project documentation.This consists of two components, a blog and a workbook, and should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role in the project. This first submission should place inherent focus on the research and design elements of the project.

Weighting:
> 15%

Due date:
> 2nd September

- ## Assignment task 4

Title:
> Final Group Presentation

Description:
> The group presentation provides you the opportunity to present yourproject to other members of the Studio teaching team as well as yourpeers. You should provide an insight into your project, the developmentprocess and the final product or prototype.

Weighting:
> 10%

Due date:
> 21st October

- ## Assignment task 5

Title:
> Final Product

Description:
> This is delivery of the groups final product or mid-year prototype.

Weighting:
> 35%

Due date:
> 21st October

- ## Assignment task 6

Title:
> Blog and Workbook Submission #2

Description:
> This is the second submission of your individual project diaries. The diaries consist of a blog and folio and should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role in the project. This second submission should inherently focus on reflection of the project and your team, as well as a folio presenting your work from the year.

Weighting:
> 15%

Due date:
> 21st October

- ## Assignment task 7

Title:
> Preliminary Project Presentation

Description:
> This preliminary presentation will give you the opportunity to present your project and initial work to the Studio group. It is intended that these presentations are brief but will share your work with the rest of the class for input and ideas.

Weighting:
> 5%

Due date:
> 26th August

- ## Assignment task 8

Title:
> Folio

Description:
> Your personal folio is an important part of your overall university and career development, as well as being an integral component of your particpation in the final exhibition. This first submission of your folio will present your basic folio design, as well as content from your previous years of study and work outside the university. Explicit expectations will be discussed in class and on the unit website.

Weighting:
> 10%

Due date:
> 21st October

Due dates and extensions

Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2

working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms: http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html

Late assignment

Both Individual and Group work received after the due date will be subject to a penalty of 10% per day. Work received later than one week after the due date may not be accepted.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Appendix

Please visit the following URL: http://www.infotech.monash.edu.au/units/appendix.html for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams