



**MONASH** University  
Information Technology

**FIT3040  
Studio 2**

**Unit Guide**

**Semester 2, 2010**

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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# **FIT3040 Studio 2 - Semester 2, 2010**

## **Chief Examiner:**

### **Mr Matthew Butler**

Lecturer

Phone: +61 3 990 47163

## **Lecturer(s) / Leader(s):**

### **Berwick**

#### **Mr Mark Power**

Assistant Lecturer

Phone: +61 3 990 47123

#### **Ms Cheryl Howard**

Lecturer

Phone: +61 3 990 47158

### **Caulfield**

#### **Mr Matthew Butler**

Lecturer

Phone: +61 3 990 47163

#### **Mr Derrick Martin**

Assistant Lecturer

Phone: +61 3 990 47131

## **Additional communication information:**

All staff will provide details of consultation hours via the unit website.

## Introduction

Welcome to FIT3040 - 3rd Year Studio for Semester 2, 2010. 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. For multimedia major students, this may be a continuation of a project from FIT3039 or a new semester long project. For games development major students, this will be a continuation of your FIT3039 project. This product will be a highly creative and technical achievement, serving a specific industry or artistic purpose.

## Unit synopsis

Students will work actively in teams on the development of a multimedia or games application or exhibit. Using project planning/management skills along with other development procedures, students must then deliver a functional multimedia system or game, along with all requisite documentation, which integrates multimedia, programming, and technical knowledge in the development process. Requirements are fulfilled by the team producing an identified set of deliverables, usually a progress report, full system documentation, and functional project. The team must ensure that each deliverable is completed on schedule, with each member of the team demonstrating a significant contribution to the overall effort.

## 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 multimedia or games development project;
- the methodologies, tools and techniques required for delivering a functional multimedia system or game.

Developed attitudes that enable them to:

- approach the development process ethically and professionally.

Developed the skills to:

- develop a significant multimedia/game application, primarily testing, evaluation, finalisation, documentation, and delivery;
- apply project management techniques to a multimedia/game development project;
- integrate multimedia, programming, and technical skills in the testing and evaluation of a system prototype;
- develop effective user and system documentation;
- evaluate personal performance and performance of a development team.

Demonstrated the communication/teamwork skills necessary to:

- communicate effectively with clients and members of the development team.

work effectively in a team.

## Contact hours

1 hr lecture/wk, 3 hrs laboratories/wk

## 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

FIT3039

### Prohibitions

MMS3408

## Teaching and learning method

### Teaching approach

This unit uses primarily 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 industry, career preparation, multimedia 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.its.monash.edu.au/>

### Unit Schedule

Week	Date*	Topic	Key dates
1	19/07/10	Unit Expectation, Group Formation and Project Selection	
2	26/07/10	Review of the project planning process, including the Project Plan document and Prototype evaluation	Project Concept
3	02/08/10	Workbooks and Folios	
4	09/08/10	IT Careers	Project Plan
5	16/08/10	Exhibition	
6	23/08/10	Preliminary Project Presentations	Preliminary Project Presentation
7	30/08/10	Guest Lecture	Blog and Workbook #1
8	06/09/10	IT Careers	
9	13/09/10	Detailed System Testing, Testing Process, Testing Documents	
10	20/09/10	Delivering a Project, Hand-over	Folio Submission
Mid semester break			
11	04/10/10	Presentation Skills	
12	11/10/10	Project Hand-Over	

			Blog and Workbook #2
13	18/10/10	Final Testing	

\*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

## 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.

As mentioned above no explicit textbooks are required

### 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:

Schwalbe, K., *Information Technology Project Management 5e*

Satzinger, J. W., Jackson, R.B., Burd, S.D. and R. Johnson (2008) *Systems Analysis and Design in a Changing World*, 5th Edition

The library should provide a good base of technology-related texts. For advice on the best choice of text for specific technologies, please speak to unit staff.

### Required software and/or hardware

There are no specific software requirements 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
- Maya
- Microsoft Visual Studio .Net

\*\* Note that software required will be that of all other Multimedia units at Berwick and Games Development units at Caulfield.

### 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:

This unit has a certain key resources that must be reviewed by all students. This includes:

- The Unit Information, outlining the administrative information for the unit
- The FIT3040 web site, available at [moodle.monash.edu.au](http://moodle.monash.edu.au), 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.

- 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 50% then a mark of no greater than 49-N will be recorded for the unit.

In order to pass the unit, students must pass both the group and individual components.

Studio work is a team based unit, so participation in all team activity is essential. Attendance at 80% of studio classes is an expectation. 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 submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process: <http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

#### • 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 explicitly define the nature of your project so it can be approved. This document will be discussed with your group mentor.

**Weighting:**

0%

**Criteria for assessment:**

N/A

**Due date:**

Studio class of Week 2

• **Assignment task 2**

**Title:**

Project Plan / Prototype Evaluation

**Description:**

Project Management is fundamental to success in Studio.

Students undertaking a one semester project will develop a project plan, which lays the foundation for your project during the semester. In this document you must analyse the problem you are solving and prepare a plan for development of the product. The plan should cover such areas as user requirement, task breakdown, scheduling, quality issues, and the like.

Students continuing on a project from FIT3039 will complete a Prototype Evaluation, evaluating the outcomes of FIT3039 and adjusting the initial project plan to reflect any changes to plan.

**Weighting:**

10%

**Criteria for assessment:**

Criteria for assessment will be placed on the unit website

**Due date:**

Studio class of Week 4

• **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%

**Criteria for assessment:**

Criteria for assessment will be placed on the unit website

**Due date:**

Studio class of Week 7

• **Assignment task 4**

**Title:**

Final Product Delivery and Demonstration

**Description:**

This is delivery of the groups final product or prototype. Delivery includes formal handover of all product content, as well as a formal product presentation demonstration, including

discussion of the process undertaken.

**Weighting:**

45%

**Criteria for assessment:**

Criteria for assessment will be placed on the unit website

**Due date:**

Week 14 (Exact date to be advised)

• **Assignment task 5**

**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%

**Criteria for assessment:**

Criteria for assessment will be placed on the unit website

**Due date:**

Studio class of Week 12

• **Assignment task 6**

**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%

**Criteria for assessment:**

Criteria for assessment will be placed on the unit website

**Due date:**

Studio class of Week 6

• **Assignment task 7**

**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 participation in the final exhibition. This submission will present your completed folio. Explicit expectations will be discussed in class and on the unit website.

**Weighting:**

10%

**Criteria for assessment:**

Criteria for assessment will be placed on the unit website.

**Due date:**

Studio class of Week 10

## **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. Extensions must be formally applied for and negotiated with unit staff.

## **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