# FIT3040
# Studio 2

# Unit Guide

# Semester 1, 2011

*Last updated: 27 Feb 2011*

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# FIT3040 Studio 2 - Semester 1, 2011

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.

## Mode of Delivery

- Berwick (Day)
- Caulfield (Day)

## 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 eight hours outside the allocated in class studio time. This time is needed for:

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

## Unit Relationships

### Prohibitions

MMS3408

### Prerequisites

FIT3039

# Chief Examiner

**Mark Power**

# Campus Lecturer

## Berwick

**Mark Power**

Contact hours: Tuesday 1-3

## Caulfield

**Derrick Martin**

Contact hours: Monday 2-4

# Tutors

## Berwick

**Mark Power**

## Caulfield

**Derrick Martin**

# Learning Objectives

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.

# Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

a. engage in an internationalised world
b. exhibit cross-cultural competence
c. demonstrate ethical values

critical and creative scholars who:

a. produce innovative solutions to problems
b. apply research skills to a range of challenges
c. communicate perceptively and effectively

# Assessment Summary

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

| Assessment Task | Value | Due Date |
| --- | --- | --- |
| Project Plan / Prototype Evaluation | 20% | Week 5, 1 April 2011, 5pm |
| Process Journal Submission 1 | 20% | Week 7, Studio class |
| Process Journal Submission 2 | 20% | Week 12, Studio class |
| Final Product Delivery and Demonstration | 40% | Week 14, Exact date to be advised |

# Teaching Approach

### Studio teaching

Studio teaching is a facilitated active, participatory, peer learning approach.
# Feedback

## Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

## Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:
http://www.monash.edu.au/about/monash-directions/directions.html
http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

## Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to
https://emuapps.monash.edu.au/unitevaluations/index.jsp

## Required Resources

There are no specific software requiements for this unit due to the varying nature of the projects chosen. After choosing your project you will be required to use the most appropriate development software. Some general 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.

## Unit Schedule

| Week | Date* | Activities | Assessment |
|------|-------|-----------|------------|
| 0 | 21/02/11 | | No formal assessment or activities are undertaken in week 0 |
| 1 | 28/02/11 | Unit Expectations, Process Journals | |
| 2 | 07/03/11 | Review of the project planning process | |
| 3 | 14/03/11 | Project Plan document and Prototype evaluation | |
| 4 | 21/03/11 | Project analysis and project change | |
| 5 | 28/03/11 | Presentation of findings | Project Plan / Prototype Evaluation due Week 5, 1 April 2011, 5pm |
| 6 | 04/04/11 | Implementing Project Change | |
| 7 | 11/04/11 | Project Development and Research | Process Journal 1 due Studio class |

| 8 | 18/04/11 | Testing Process, Testing Documents | |
|---|---|---|---|
| Mid semester break | | | |
| 9 | 02/05/11 | Folios and Careers | |
| 10 | 09/05/11 | System Testing | |
| 11 | 16/05/11 | Presentation Skills | |
| 12 | 23/05/11 | Project Hand-Over | Process Journal 2 due Studio class |
| | 30/05/11 | SWOT VAC | No formal assessment is undertaken SWOT VAC |

*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.

# 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

# Assessment Tasks

## Participation

This unit has a group based assessment component of 60% and an individual component of 40%

To pass in this unit a student must obtain:

- 40% or more in the individual assessment, and
- 40% or more in the group 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.

**Due to the nature of group work in Studio, it is expected that all students will attend 100% of your studio sessions.**

If you are absent for more than two tutorial sessions you must supply a medical certificate or other appropriate documentation. If you are finding problems with this requirement please ensure you speak to your unit adviser as early as possible. It is your responsibility to ensure that you can make this commitment before you embark on this subject.

Please note that attendance at tutorials without any study outside of allocated class times will not be sufficient to complete the work required.

Make sure you have a copy of the project you are working on with you when you attend classes.

**Responsibility for student work**

Students should note that they are, at all times, responsible for their work. All relevant material should be backed up on a regular basis to CD, DVD or Flash disks. The university has CD & DVD burners in the computer labs and blank CDs/DVDs may be purchased through the on campus bookstore. Loss of assignment work due to hardware failure, virus or theft will not be accepted as reasons for late or non-submission of work. Students must hold an exact copy of all work which they submit for assessment, this copy should be held until your final result for the unit is released.

**Assessment procedures for a non – performing team member**

If the unit assessor, or one or more team members, becomes concerned regarding the contribution of one or more members of a group then the unit assessor will determine, using the project documentation, examination of Process diaries and discussion with the students concerned whether the student or students are making an equitable contribution to the work of the group.

If it is determined that the student or students are not making an equitable Contribution to the work of the group they may be deemed to be a non-performing team member.

In the event of this determination being made the group component of their assessment will be multiplied by a factor of up to 0.5 to arrive at a raw score.

**Late submission**

Assignments must be submitted by the due date. Details of the assignments submission procedure will be supplied via the unit on-line pages.

Where assignments are submitted in person (eg. hard copy or disk) an FIT 'Assignment Cover Sheet' with appropriate identification and signatures must be attached. All work must be presented in an A4 plastic cover. Multiple written pages must be stapled or bound.

It is your responsibility to keep track of and manage your assignment due dates.

Penalties are incurred from the due date at the rate of a 10 % reduction in grade for each day (including weekends) the assignment is late.

If you are having difficulty with assignment submission, please advise your Unit Adviser immediately so that any problems can be addressed.

## • Assessment task 1

**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 that plan.

**Weighting:**
20%
**Criteria for assessment:**
Criteria for assessment will be placed on the unit website.
**Due date:**
Week 5, 1 April 2011, 5pm

- **Assessment task 2**

**Title:**
Process Journal Submission 1
**Description:**
This is the first submission of your individual project documentation. This consists a journal that 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 on the project. This first submission should place inherent focus on the research and design elements of the project.
**Weighting:**
20%
**Criteria for assessment:**
Criteria for assessment will be placed on the unit website.
**Due date:**
Week 7, Studio class

- **Assessment task 3**

**Title:**
Process Journal Submission 2
**Description:**
This is the second submission of your individual project journal. The journal 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 on the project. This second submission should inherently focus on reflection of the project and your team, as well as presenting your work from throughout the year.

**Weighting:**
20%
**Criteria for assessment:**
Criteria for assessment will be placed on the unit website.
**Due date:**
Week 12, Studio class

- **Assessment task 4**

**Title:**
Final Product Delivery and Demonstration
**Description:**

> This is the delivery of the 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:**
> 40%

**Criteria for assessment:**
> Criteria for assessment will be placed on the unit website.

**Due date:**
> Week 14, Exact date to be advised

# Examinations

# Assignment submission

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.

# Extensions and penalties

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.

# Returning assignments

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

# Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:
http://policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Plagiarism
  (http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html)
- Assessment
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-po
- Special Consideration
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h
- Grading Scale
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html)
- Discipline: Student Policy

(http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html)
- Academic Calendar and Semesters (http://www.monash.edu.au/students/key-dates/);
- Orientation and Transition (http://www.infotech.monash.edu.au/resources/student/orientation/);
  and
- Academic and Administrative Complaints and Grievances Policy
  (http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.

# Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to http://www.lib.monash.edu.au or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

**Reading List**

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* 5th Edition

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

Monash University libraries should provide a good selection of technology related texts. For advice on the best choice of text for specific technologies, please speak to unit staff.