Aims:
The aims of this assignment are:
- To develop group skills, project management skills, oral communication skills.
- To gain experience in preparing a project brief and website plan for a client
- To produce a prototype of a website

Value
This assignment is worth 20% of the total assessment for the subject

Distribution of Marks

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>Deliverable 1 Problem exploration/questioning</td>
<td>5</td>
</tr>
<tr>
<td>Deliverable 2 Website plan/report</td>
<td>12</td>
</tr>
<tr>
<td>Deliverable 3 Minutes of meetings</td>
<td>3</td>
</tr>
</tbody>
</table>

(min. 4 meetings)

Assignment Outline
Your team has been given the task of designing and eventually implementing a Website for a selected client. Your tutor will assign you to the client.

This assignment requires you to:
- understand and document the functional requirements of your client's website
- design a prototype for the site
- hold and document team meetings outside of the tutorial class

Due Date
Deliverable 1; Week 6: due at start of Tuesday lecture.
Deliverable 2 + 3; Week 8: due at the start of Tuesday lecture.

Assignment, Team and Project Management
This assignment has both individual and team components. The team components of this assignment will be carried out in teams of 3 or 4. The individual components will help you develop your Web based system development skills, while the team components will focus on developing your integration, teamwork and project management skills.

*Inadequate team participation will result in a fail for all team components of the assignment.*

Peer Review / Project Team Contributions:
Each student in the team must fill out a Peer Review / Project Contribution form (see Appendix 2). This will be done individually and is to be submitted in the tutorial session of Week 8.

Assessment Notes:
Please refer to the Unit Guide for details about Standards for presentation, Assignment cover sheets, Extensions and Submission and Return of assignments.

Format of submission
Assignment must be word processed and bound in a suitable folder with the attached submission formed completed (See Appendix 1). Any assignments submitted without the attached form will receive an automatic fail grade. Keep your document concise and to the point. Marks will be deducted for extra material that is added to make the document bigger. When preparing your
report your team should demonstrate the use of document styles, automatic creation of Table of contents, and appropriate footer and header information.

DELIVERABLE 1- PROBLEM EXPLORATION/QUESTIONING

Produce a set of interview questions and interview your client (tutor) to clarify any issues and obtain further detailed information about the website. Clearly document the requirements for your clients website. This requirements document should clearly indicate the scope of the project and the technical environment for the project. Your client has provided you (see case study) with some information about what they envisage their website will do.

DELIVERABLE 2 - PREPARE THE WEB SITE PLAN DOCUMENT

Produce a document containing the website plan. The document will contain both individual and team components (as indicated below). The purpose of the website plan is to communicate the site’s goals to the various people working on the project and to help guide the project towards a positive conclusion.

Details of document (Report Section)

Letter of Transmittal

This is a covering letter to be addressed to your client. This letter should be attached to the front of the report and should explain who has produced the report, the reason for the report, why it was written, for whom it is intended and the main finding/outcome if it is appropriate or significant. This letter should be a maximum of one page.

Title Page

The title page is for the client. Please DON’T mention assignment names, tutors or lecturers on this page.

Executive Summary

This is a summary of the report. It is to be a maximum of one page. The client will read this section first to determine what parts of the report they need to read thoroughly. Any significant findings or contentious issues should be mentioned (the client can then choose to read the detail in the relevant sections).

Table of Contents Page

This section must accurately identify all major sections and headings with page numbers.

Introduction

This section details the purpose of the site and its aims and why the report has been commissioned. The introduction should include the following sub-sections:

Scope

Outline the scope / boundary of the website.

Problems/Opportunities

A brief outline of the problems in the current system in place, and the opportunities that may exist with the web presence.

Limitations

A discussion of the constraints that will be applicable to the website.
Body of document: System Description /Site Plan

The site plan should contain the following sections:

1. **Goals**
   The objective of the site needs to be explained. Sample questions that might assist in revealing the objective of the site include:
   - What is the purpose of the group/organisation/association?
   - What are the short – and long-term goals of the site?
   - Who are the audience?
   - Why will people come to the site?

2. **Define Audience**
   - **2.1 team, 2.2 individual**
     2.1 This section should provide a profile of the users that would visit the site, describe both audience characteristics and the tasks the audience would try to accomplish at the site.
     2.2 Each group member is to produce at least one visit scenario for the intended audiences, that depict the activities, moves and experiences of a possible visitor to the site.

3. **Create and Organise Content**
   - **3.1 team, 3.2 individual**
     3.1 Determine what content the site will need and what functionality will be required.
     3.2 Organise content into major sections. Each group member is required to create a laundry list of all content, text, images, and other media required for their pages in the site.

4. **Formulate Visual Presentation Concepts**
   - **4.1 individual + 4.2 team**
     4.1 Individually derive a concept for the site (concept may be a visual direction, an idea or a theme for the site). Articulate your concept in one, two or three sentences. Show the process adopted for creating your concept (include word associations, word links, and rough random thought notes).
     4.2 Your team should have produce 3-4 different concepts decide on one that the team will adopt.

5. **Develop a site map and navigation**
   - **team**
     As a team provide a site structure diagram of the various sections of the site. Include all key sections of the site as well as descending levels in the site. Outline basic considerations for navigation. Document the organisation of files and folders/directories in the site structure.

6. **Design and Produce Visual Forms**
   - **team & individual**
     Visual form is the way the site looks. Create a digital prototype of your page (NOTE this should not be in HTML format).
     - Create a **digital screen prototype** of the homepage. Team
     - Create digital screen prototypes for level 1, 2, 3, pages Individual
     - Each member is to test the prototype on at least 3 users. Survey the users, get the users to
       - Guess what the purpose of that page is
       - indicate which sections of the screen are clickable
       - accomplish a task and see if they can correctly navigate around the site to complete the task
     - Word process your tasks and record the users responses and comments. Continue the process until you have come up with an acceptable home page design with subpages, content pages, and interactive pages.
DELIVERABLE 3 – MINUTES OF MEETINGS

Minutes of all Meetings (Refer to Appendix 3 for sample)
Any other relevant data that should be included.

RELEVANT READINGS

Powell, *Web Design (The Complete Reference)*, p114-127
APPENDIX 1: SUBMISSION FORM (ATTACH TO FRONT OF WRITTEN REPORT)
IMS1401 - Web based Information Systems

Please complete this form and attach it to the front of your group's submissions.

Tutorial Day, Time and Room

Tutor's Name

I hereby declare that the material is entirely the work of the student group and that each member of the group contributed equitably to the project. This statement must be signed below by each member of the group

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Email Address</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Student Name</th>
<th>Area of group work assigned and summary of responsibilities</th>
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Each member is required to complete this form and hand in personally to the tutor. Do not include this as part of the team's site plan

IMS1401 – Peer Review / Project Team Contribution

Student name: ________________________________

Student number: _____________________________

Tutorial class: ______________________________

Please rate yourself and your project team members using the following scale:

<table>
<thead>
<tr>
<th>Bad</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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<tr>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Student Name</th>
<th>Meetings</th>
<th>Quality of Overall Project Contribution</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Punctuality</td>
<td>Participation</td>
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APPENDIX 3: SAMPLE OF MINUTES OF MEETING

Meeting Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon 28 April 2003</th>
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</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>1:00pm</td>
</tr>
<tr>
<td>Finish Time</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Place</td>
<td>S4.2 (Tower Blding)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Present</th>
<th>Angela Carbone</th>
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<tbody>
<tr>
<td></td>
<td>David Leoric</td>
</tr>
<tr>
<td></td>
<td>Brandon Gradstein</td>
</tr>
</tbody>
</table>

| Apologies     | Nishal Mehta      |

| Chair         | Angela Carbone    |

| Recorder      | David Leoric      |

Purpose of meeting
The purpose of this meeting is to discuss how will we tackle the implementation the website. Addressing some of the issues to be contained in the body of the report.

Agenda Items for the Meeting
1. Organisation and testing of Silas account
2. Discussion of authoring tools to be used and available
3. Which Document type shall the group adhere to
4. Possible Validation Software
5. Discussion of Website architecture
6. Development of report Template

Business Arising from Previous Meeting
Action items assigned to Brandon and Nishal completed.
Angela unable to complete architecture options review – carried over to next meeting.

Minutes of the Meeting
1. Organisation and testing of Silas account
   Action Brandon to get silas account organised for team and test that it works.
2. Discussion of authoring tools to be used and available
   Decision All group members decided to use notepad and write code by hand
3. Which Document type shall the group adhere to
   Action Group unsure which document type to use so need further exploration. Angela will come back with a decision and reason why by next meeting.
4. Possible HTML Validation Software
   Action Nishal to download lite version of htmlvalidator and trial it on a dummy website to view output
5. Discussion of Website architecture
   Action The group has decided to continue additional evaluation of the option of a mixed form website architecture. A demonstration flash banner will be developed by David. David to demonstrate at the next meeting

Next Meeting
Friday 2pm (30 May 2003) S4.02 Tower Building