Aims:
- To work co-operatively as a team
- To use Web development skills to implement a Website using XHTML and CSS and other technologies
- To use some of the techniques, and tools presented in class to implement a site based on the drafted site plan

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

Distribution of Marks
- Website implementation: 10 marks
- Written report: 5 marks
- Presentation: 5 marks

20 marks Total

Hurdle Requirement
Each team member must submit the peer review form (see Appendix 4).

Note: Penalty for late submissions:
- loss of 4 marks if not submitted at the START of the lecture
- loss of 1 marks per day thereafter.

Assignment Outline
Your team has been given the task of implementing a Website for a specific client.

This assignment requires you to:
- Implement a website for your client
- Submit a written report to your client
- Present your Website to the client by means of an oral presentation.

Due Date
Week 13: due at the start of the Tuesday lecture.

Assignment, Team and Project Management
This assignment has both individual and team components. The individual components will help you develop your system develop 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. This will be done individually and will be disseminated and collected by the tutors during the tutorial session of Week 13.

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

Collection of Assignment
Results will be posted on the subject's website under the assignment link. Marked assignments can be collected from the SIMS front desk (level 7, Building S).

Task 1 – Website Implementation
Your task is to implement the Website that was planned in Assignment 1, or a variation of it (any new scope should be confirmed with your tutor).

Publishing your website
Students should publish their website on a team member's Silas account. Students are eligible for a Monash UNIX account to host their Web pages. Go to a ITS helpdesk with your student ID, to obtain the required information. The account will expire and the content will be deleted at the end of the enrolled semester. Notes on how to use your UNIX account can be found at http://www.its.monash.edu.au/web/guides/servers.html#Personal

Task Deliverable:
Entire Website on CD or disk and URL of functional Website. Please ensure the appropriate directories are used /images, /style, /cgi-bin, /scripts. [Student IDs and names written on disk].

Website Implementation Assessment Guide:
- Delivery and packaging
- technology, speed of delivery, correct XHTML, use of style sheets
- presentation and layout, adherence to a style, use of templates;
- Usability
- unity, variety, visual balance etc..
- logical structure of information;
- visuals, quality and appropriateness of images, text, logos
- content for intended audience
Task 2 – Website Report

Produce the Website Implementation report (max. 15 pages excluding Appendices), appendices 1, 2 and 3 provide details of what to include in the written report.

- Appendix 1 - Website implementation issues that must be addressed.
- Appendix 2 - Attach the submission form to the front of your written report. 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.
- Appendix 3 – Sample of minutes of meeting

Task Deliverable:
Website Implementation Report

Presentation Assessment Guide:

- Style and presentation;
- Quality and appropriateness of content
- Evidence of validation, accessibility, making the site usable, templates, style sheets
- Evidence of team work, task delegation, action items, effective meetings, etc.

Task 3 – Present the Website

Your task is to present the implemented website to your client. You will achieve this by oral presentation made by your team to the client who will be represented by your tutorial group. The duration of the presentation will be approximately 20 minutes, and each member must present.

Task Deliverable:
Presentation

Presentation Assessment Guide:

- adherence to the allotted time;
- presentation style – speed of delivery, eye contact with audience, etc..
- logical structure of presentation;
- quality and appropriateness of presentation aids (e.g. slides) used to support the presentation;
- appropriateness of content for intended audience

The team will be assessed on the content, structure and suitability of the presentation for the audience. The individual team members will be assessed on their individual presentation style.
Appendix 1: Written document

A. Report Structure
Your written report should appear as a professional document and should contain the following sections:

- **Letter of transmittal:**
  This is a covering letter to be addressed to the client. This letter should be attached to the outside of the report and explain who has produced this report, the reason for the report, why it was written, for whom it is intended and even 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's benefit. (Don't confuse it with the cover sheet for the assignment in Appendix 2).

- **Executive summary:**
  This should be a maximum of one page. The client will read this section first to determine the overall content of the report and to identify what parts of it should be read thoroughly. Any significant findings or contentious issues should be mentioned to direct the client to the relevant sections.

- **Contents page:**
  This must accurately identify all major sections and headings with page numbers.

- **Introduction:**
  A statement of the purpose of the report, and why it has been commissioned.

- **Body of the report**
  [Report all substantive work here. Must contain the items in section C below]

- **Conclusion:**
  A brief summary of the most important problem areas that need to be fixed, explaining why they are the most critical.

- **References:**
  Any reference materials should be listed

- **Appendix:**
  Preliminary work signed by tutor
  References to any graphical images, navigation items, freely available source code
  Any supporting information not included in the body of the report. [Eg: Web Site Evaluation Form]
  Minutes of meeting (see Template in Appendix 3)

B. Report Writing
When preparing your report your team should be using the appropriate functions of a word processing packing including as a minimum styles, automatic creation of Table of contents, and appropriate footer and header information.
C. Body of the Report

1. Changes/Modifications for Site Plan
   List the changes/modifications that have been made to the original site plan. List reasons why those changes have been made.

2. Authoring Tool Used
   Which Authoring Tool(s) was used? Why?
      By hand (ie notepad), Translation, Tagging Editor, WYSIWYG Editor

3. Templates, file naming conventions
   - Decide on .htm or .html file extension
   - List common directories /images, /styles, /scripts
   - Use lowercase filenames
   - Produce a HTML template that includes particular doctype, style sheet link, comments, common metatags and any other site wide items.

4. Presentation and Layout
   It is a requirement for this assignment to use an external style sheet for presentation. Reference External Style sheets (neatly formatted and commented using /* */ syntax)
   [Option: Include alternative style sheets for printing]

5. Proof of HTML Validation
   Which HTML Validator was used? Provide proof.

6. Web Delivery Considerations
   What Web delivery considerations have been given?
      Filesize, server speed, Bandwidth, approx # of users

7. Browser Support
   Which browsers has the site be tested on?
   IE, Netscape, Mozilla, Opera, Lynx, Amaya, etc.

8. Meeting Accessibility Standards
   Is your Web site Bobby complaint? Provide proof.

9. Making the site useable
   Have common user characteristics (Vision, Memory, Stimulus Reaction) been considered when constructing the Web site? Which ones have been adhered to?
   What do the experts in this area recommend.

10. Search facilities
    Specify meta tags used and search engine strategies considered in the design of the site.
    Is a local search included/needed?
    What search engines will find your site?
    Has an easy to remember domain name been given?
What methods will be recommended to attract appropriate visitors to the site?
Will the site be added to the Yahoo or Open Project directories?

11. Details of information Architecture
What information structure does your site follow?

12. Web Programming Technologies Considered and Used?
What client side technologies are being used/ could be used?
- Java script, Java Applets, Active X controls
- What server-side technologies are being used/could be used?
- Cgi scripts, cold fusion, etc?

13. Navigational Aids
What type of navigational aids are used?
- Site maps
- Frames
- Glossary

14. Help System
Does your site contain some form of help system? For which user group?
State what contact information has been provided?

15. Testing Phase
Has the site been tested properly, and by who?
- Visual acceptance, Functionality, Content Proofing, System and Browser Compatibility testing, delivery testing, user acceptance testing.
What has been done to ensure the site has been tested in each of these areas?

16. Website Evaluation
What rating does your team give the Website and state reasons why? Complete the Site Evaluation Form, Appendix B of Powell and use this as supporting evidence. Attach the completed evaluation to the appendix of your document.
Appendix 2 - Submission form (Attach to front of written report)

IMS1401 - Web based Information Systems

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

URL of website ______________________________________________________

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>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Student Name</th>
<th>Area of group work assigned and responsibilities</th>
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## Appendix 3: Sample of Minutes of Meeting

### Meeting Record

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

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

<table>
<thead>
<tr>
<th>Apologies</th>
<th>Recorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nishal Mehta</td>
<td>David Leoric</td>
</tr>
</tbody>
</table>

### 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 Doctype shall the group adhere to
4. Possible Validators
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 Doctype shall the group adhere to
   - **Action**: Group unsure which doctype to use so need further exploration. Angela will come back with a decision and reason why by next meeting.

4. Possible HTML Validators
   - **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
Appendix 4: IMS1401 Peer Review / Project Team Contribution

Each member is required to complete this form and hand in personally to your tutor. Do not include this as part of the team's report. There are no marks allocated against this part of the assignment, but it is a hurdle requirement and thus it must be done in order to receive a grade.

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>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>Excellent</th>
<th>10</th>
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</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Meetings</th>
<th>Quality of Overall Project Contribution</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Attendance</td>
<td>Punctuality</td>
<td>Participation</td>
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</tbody>
</table>

How do you think you worked as a team?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What would you do differently next time?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Further Comments? __________________________________________________________
________________________________________________________________________
________________________________________________________________________

Monash University - SIMS
IMS1401