IMS2000: Second Year Studio

Week 1: Studio Activity

These notes are available on the IMS2000 Web site via http://www.sims.monash.edu.au. Please contact your tutor if you require assistance with these exercises. Tutor email address and consultation times are available on the subject’s Web page under Staff.

Objective of session
- To form project teams
- To become familiar with the case study
- To begin work on Project Management Plan
- To register yourself to the Yahoo Group
- To become aware of your own skill set

Activity 1 – Formation of Teams [30 mins]
Your studio leader will organize you into a group of three or four members. You are NOT permitted to work with someone from your Semester 1 group. This group will be your team for the rest of the semester. Appoint one member of the group as a team leader and another as the meeting secretary who will minute the group's meetings. As part of your first meeting decide on the goals of your team, the roles each individual will play, the norms that are expected and the procedures that should be followed. Organise regular meeting times. (For “Tips on working successfully in a team” refer to Appendix 1, Studio Activity 2, Semester 1, 2004)

Activity 2 – Case Study [45 mins]
Each student can download the case study from the IMS2000 unit home page. Read through the case study so that you clearly understand the business requirements. Your studio academic will provide you with some background to the case study, highlighting the deliverables and functions to be implemented.

Activity 3 – Case Study/Project Plan [1 hour]
The team has three deliverables to produce this semester. Find out what these are and produce a Project Plan [see IMS2000 Student Guide for details of what a project plan comprises] for the development of a system for the case study issued. Your tutor will confirm whether the initial project management plan is on the right track.

Activity 4 – Yahoo Group Registration Process [10 mins]
Please register yourself to the Yahoo Group via the ims2000 homepage under the “Discussion” Link. You MUST use your “@student.monash.edu.au” email address to register. The Yahoo Group will serve as a discussion forum. Once an account is created in Yahoo, students will be able to create their own private group discussion forums. Within the general discussion board there will be different topic areas which students can view, topics might include: .VB.Net, Employment Opportunities, Helpful resources, etc.
Activity 5 – Select Studio Representative [10mins]
Students will be asked to nominate a female and male studio representative. After all
nominations have been received two studio representatives will be selected from each studio
class. Details of the studio representatives will be collected by your studio academics and then
posted up on the IMS2000 Website, so that students in this studio can email the representatives
with any comments and concerns regarding the operation of the studio.

Activity 6 – Reflective Journal Entry [15 mins]
Send an email to your tutor and studio academic with subject heading "IMS2000 Reflective
Journal Entry – Student ID”. In this reflective journal student you are required to reflect on your
own skill set. Identify your strengths, weakness and strategies you have in place to improve on
your weaknesses.

Preparation for next week
- Complete project management plan for discussion with the tutor and unit leader next
  week
- Visit the following websites for further information about Project Management (to be
  explained in the forthcoming seminars):
  - Project Management Institute Website (http://www.pmi.org/info/default.asp )