IMS2000: Second Year Studio
Week 3: 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 give a presentation to your academics reporting on the progress and status of your project
- To finalise project plans
- To consider the project management activities needed to coordinate your project
- To continue work on the project

Activity 1 – Presentation of Project Status and Progress
Each group will be required to give a brief presentation to their academic and tutor reporting on the status and progress of their project. Your academics should have given you some advice as to the style and format of the presentation. Remember, however informal your presentation, this is not a trivial activity. Progress reporting is a standard part of system development environments and is a key component in the success of the project. It is a professional activity and should be treated accordingly.

Activity 2 – Project Plan
Finalise your project plan so it is ready to be submitted to your tutor. It is probably best at this stage to not make too many sweeping changes to the plan you intend to submit – you can incorporate additions and changes in the next version. Your project plan is a living document that not only represents your plans and intentions, but reflects the status of your project.

Activity 3 – Project Management Processes
Start to consider the particular project management processes you will employ to oversee your project. Use the seminar notes and the PMBOK to work out which activities are appropriate to your project. It is useful to eliminate those activities that are clearly not relevant first!

Don’t get too bogged down with the project management issues. The importance of project management to the development process cannot be stressed enough, but project management should facilitate development, not hinder it. Apply those practices that allow you to keep a clear watch over what’s going on while you are engaged in the development activities.

Activity 4 – Reflective Journal Entry
It’s week three, your teams are starting to come together, and there should be lots of stuff happening! It’s time for honest assessment and critical review. You are building strengths and addressing weaknesses. Write about it!
Activity 4 – The Project
Continue to work on your system. Set objectives, gather requirements, refine and clarify your understanding of the system, model your understanding, start thinking interface and database design…from now on things are pretty much in your hands. Be guided by the academics, but essentially you are in control of what happens and when it happens.