

# Tutorial Letter 101/3/2018

## Software Project Management INF3708

Semester 1 & 2

School of Computing

### IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail address and make sure that you have regular access to the myUnisa module website, INF3708-2018-S1 or S2, as well as your group website.

Note: This is an online module and therefore it is available on myUnisa. However, in order to support you in your learning process, you will also receive some study material in printed format.

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# CONTENTS

	<i>Page</i>
<b>1 INTRODUCTION .....</b>	<b>3</b>
1.1 Getting started .....	3
<b>2 OVERVIEW OF INF3708 .....</b>	<b>4</b>
2.1 Purpose .....	4
2.2 Outcomes .....	5
<b>3 LECTURER(S) AND CONTACT DETAILS.....</b>	<b>6</b>
3.1 Lecturer(s) .....	6
3.2 Department.....	6
3.3 University .....	7
<b>4 RESOURCES .....</b>	<b>7</b>
4.1 Joining myUnisa .....	7
4.2 Other resources .....	7
4.3 Library services and resource information.....	8
<b>5 HOW TO STUDY ONLINE.....</b>	<b>9</b>
5.1 What does it mean to study fully online? .....	9
<b>6 ASSESSMENT .....</b>	<b>9</b>
6.1 Assignments unique numbers and due dates.....	10
<b>7 CONCLUSION.....</b>	<b>10</b>

# 1 INTRODUCTION

Dear Student

Welcome to Software Project Management.

We are pleased to welcome you to this Software Project Management module and hope that you will find it both interesting and rewarding. We shall do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the semester and resolve to do all the assignment(s) properly. In this module we will be studying Software Project Management using the prescribed book.

You will receive **NO** hardcopy tutorial letters for INF3708 during the semester, apart from this short tutorial letter. All tutorial matter will be only available online and we will communicate essentially via myUnisa with you about teaching, learning and assessment.

Important information about the scheme of work, resources and assignments for this module will be electronically available throughout the semester and the aim is to interact with all students in an ongoing manner. We urge you to visit myUnisa regularly, explore the entire menu options available for the module, read your myLife e-mails and participate in discussions.

Please read Tutorial Letter 301 (COSALLF301 – you will receive this in printed format) as it gives you an idea of generally important information when studying at a distance and within a particular college/school.

The assignments and assessment criteria as well as instructions on the preparation and submission of the assignments will be available online. You will also find all the information you need with regard to the prescribed study material and other resources and how to obtain it on myUnisa. Please study this information carefully and make sure that you obtain the prescribed material as soon as possible.

General and administrative information about this module can also be found online.

Right from the start we would like to point out that you must access any new study material as soon as possible, read them immediately and carefully, as they always contain important and, sometimes, urgent information.

We hope you will find the material covered in this module valuable and interesting, and wish you a most successful year of study.

Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities for this course. Visit the website for INF3708 on myUnisa frequently. The website for your module is INF3708-2018-S1 or S2

## 1.1 Getting started

Owing to the nature of this module, you can read about the module and find your study material online. Go to the website at <https://my.unisa.ac.za> and log in using your student number and password. You will see INF3708-2018-S1 or S2 in the row of modules displayed in the orange blocks at the top of the webpage. Select the **More** tab if you cannot find the module you require in the orange blocks. Then click on the module you want to open.

You will receive this tutorial letter and a printed copy of the online study material for your module. While the printed material may appear different from the online study material, it is the same, as it has been copied from the myUnisa website.

We wish you much success in your studies!

**PLEASE NOTE**

**THIS MODULE IS OFFERED ONLINE, THUS PRINTED MATERIAL WILL NOT BE SENT TO STUDENTS.**

**MYUNISA IS THE PRIMARY MEDIUM FOR ALL LECTURER-STUDENT INTERACTIONS. ALL TUTORIAL LETTERS, ASSIGNMENTS AND ANNOUNCEMENTS CAN BE FOUND ON MYUNISA.**

**PLEASE CHECK MYUNISA ON A REGULAR BASIS:**

<http://my.unisa.ac.za>

## **2 OVERVIEW OF INF3708**

### **2.1 Purpose**

INF3708 deals with the fundamental concepts of software project management with the aim of enabling you to accomplish unique outcomes with limited resources under critical time constraints. The continually increasing importance placed upon this subject by industry makes it an essential part of any undergraduate course.

Thus, the aim of this module is to equip you with the necessary knowledge to evaluate a prospective project successfully and to provide information on methods to initiate, plan, estimate, schedule, manage, control and report on projects.

Skills and competencies must be acquired to successfully initiate, evaluate, plan, manage and control real-world information technology projects according to industry-approved processes within African, South-African and global context. This module is intended for competent programmers and prospective managers.

The student will be able to develop evaluation and planning skills and could extend this knowledge to manage, monitor and control an information technology project.

Qualified students will be able to express their logical evaluation and planning skills to society through the development of information technology projects in industry, conforming to specific standards and requirements.

Students are required to purchase their own prescribed books and required software packages as well as to have the following resources available:

- a computer
- access to the internet;

This module is delivered using myUnisa and the internet as well as peer group interaction; community engagement may also be included in some of the activities. Your lecturers will interact with you on myUnisa and via e-mail.

## 2.2 Outcomes

For this module, you will have to master several outcomes:

- **Specific outcome 1:**

Evaluate and initiate a proposed information technology project based on appropriate scientific enquiry.

Range:

An evaluation includes defining steps to initiate a project, define the scope, purpose and context, and to utilize cost benefit feasibility analysis techniques.

Assessment criteria:

Evidence demonstrates that students can evaluate a real-life information technology project.

Case studies present real-life scenarios and students are required to apply appropriate concepts to evaluate and initiate a project.

- **Specific outcome 2:**

Apply fundamental planning principles to develop a proposed software project using different approaches and techniques.

Range:

Planning includes at least knowledge of the stepwise phases, life-cycle approaches and activity planning methods.

Assessment criteria:

Evidence demonstrates that students can apply fundamental planning principles to develop a software project using appropriate techniques and methods, including product breakdown diagrams, product flow diagrams and activity networks.

Evidence shows that students can determine project task infrastructure and interactions using a real-life information technology project.

Demonstration to illustrate that students are able to select an appropriate project approach and process model.

- **Specific outcome 3:**

Evaluate the feasibility of a proposed information technology project.

Range:

Feasibility analysis includes assessment, technical assessment, cost-benefit analysis, cash-flow forecasting, software estimation techniques and risk evaluation.

Assessment criteria:

Evidence demonstrates that students can do cost-benefit analysis by applying appropriate methods, such as cash flow forecasting, including calculation of net profit, payback period, return on investment, net present value and internal rate of return.

Evidence shows that students can apply software effort estimation techniques, such as parametric models and function point analysis methods.

Evidence shows that students are able to do risk evaluation on a real-life information technology project, using risk analysis methods.

- **Specific outcome 4:**

Schedule, monitor and manage resources in an Information Technology project.

Range:

Schedule, monitor and manage includes resource management, change control, configuration management and risk management.

Assessment criteria:

Evidence shows that students can schedule, monitor and manage project resources in an Information Technology project.

Evidence shows that students can compile an activity plan, defining activities, interaction of activities and schedule these activities using network planning models, namely precedence networks and activity-on-arrow networks, with time dimension added, utilising specific methods such as CPM, forward and backward pass and activity float for each activity.

Demonstration shows that students can visualise project progress using various diagrammatic methods, such as Gantt charts, slip charts, ball charts and timeline diagrams.

### **3 LECTURER(S) AND CONTACT DETAILS**

#### **3.1 Lecturer(s)**

The details of the lecturers for this module are available on myUnisa, and were also sent to you in a tutorial letter. We do not include this information in this tutorial letter as this information changes on a regular basis

A number of communication channels are at students' disposal to communicate with their lecturers, namely **myUnisa, e-mail, telephone, and face-to-face contact**. E-mail is the preferred channel for normal queries as it provides a guarantee for a quick response. When contacting your lecturers via e-mail, please make sure that you quote your **student number** and compose your e-mail with a clear and specific subject related to your query. You may expect your lecturer to respond to your query at least within **48 hours**. Please take note when calling the lecturers that they are usually available in their offices from **08:30 to 13:00**. You also need to make an appointment with the lecturer concerned either via e-mail or telephone should you prefer to meet the lecturer face-to-face.

#### **3.2 Department**

The School of Computing can be contacted when having difficulties in contacting or reaching the lecturers responsible for this module via e-mail, myUnisa, and/or telephone. The contact details for the different personnel in the School of Computing can be found in Tutorial Letter 301/2018 (COSALLF) or at <http://osprey.unisa.ac.za>.

You are also encouraged to use this link to check the availability of your lectures before calling their offices. As mentioned, an e-mail is normally the best form of communication with your lecturers.

### 3.3 University

To contact the University follow the instructions in the brochure *Study @ Unisa*. Remember to have your student number available whenever you contact the University.

Whenever you write to a lecturer, please include your student number to enable the lecturer to help you more effectively.

## 4 RESOURCES

### 4.1 Joining myUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is the University's online campus that will help you communicate with your lecturers, with other students and with the administrative departments at Unisa – all through the computer and the internet.

Start at the main Unisa website at <http://www.unisa.ac.za> and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. Click on the **Claim UNISA Login** on the right-hand side of the screen on the myUnisa website. You will then be prompted to give your student number in order to claim your initial myUnisa details as well as your myLife e-mail login details.

For more information on myUnisa, consult the brochure *Study @ Unisa*, which you received with your study material.

### 4.2 Other resources

It is very important that you log in to myUnisa regularly. We recommend that you log in at least once a day to do the following:

**Check for new announcements.** You can also set your myLife e-mail account to receive the announcement e-mails on your cellphone.

**Discussion forums.** myUnisa provides a number of resources that will enable you to receive support from your lecturers and fellow students. For this module, discussion forums are used quite extensively for various activities, such as working with your fellow students to solve assignment problems and for self-assessments, which are meant to guide and support you in this module. We encourage you to participate in the discussion forums on a regular basis for your own benefit. Please note that any unethical conduct (e.g. selling of assignment answers, advertising to do assignments for others, and similar practices) is not permitted. The lecturers will weigh in when necessary on questions, but will observe student discussion on module-related issues.

**E-tutor.** The University has started providing e-tutors to students, mainly for learning support. Currently this service is provided to first, second, and third-year students. For this module, you will be notified timeously once you are linked to your e-tutor.

We hope that giving you extra ways to study the material and practise all of the activities will help you succeed in the online module. To get the most out of the online course you **MUST** go online regularly to complete the activities and assignments on time.

- **The prescribed book for this module is:**

Hughes. B & Cotterell, M. 2009. *Software Project Management*, 5<sup>th</sup> edition.

Publisher: McGraw-Hill

ISBN: 978-0077 122799

**Note:** Although previous editions of the prescribed book do not differ from the new one, we do not provide direct support for older editions. Please consult the presentation slides found on myUnisa to compare older editions with the new one.

For purchasing books, consult the list of official bookstores in *Study @ Unisa*.

- **Electronic reserves (e-reserves)**

For this semester, there are no electronic reserves for this module. Nevertheless, additional recommended material will be added to myUnisa from time to time. Please visit myUnisa on a regular basis.

### 4.3 Library services and resource information

For brief information, go to [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies).

For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on **Library**.

For research support and services of personal librarians, go to <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>.

The Library has compiled numerous library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in research – [http://libguides.unisa.ac.za/Research\\_Skills](http://libguides.unisa.ac.za/Research_Skills)
- contacting the Library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>
  - **Free computer and internet access**

**Unisa has entered into partnerships with establishments (referred to as Telecentres) in various locations across South Africa to enable you (as a Unisa student) free access to computers and the internet. This access enables you to conduct the following academic related activities: registration; online submission of assignments; engaging**



in e-tutoring activities and signature courses; etc. Please note that any other activities outside of these are for your own costing e.g. printing, photocopying, etc. For more information on the Telecentre nearest to you, please visit [www.unisa.ac.za/telecentres](http://www.unisa.ac.za/telecentres).

## 5 HOW TO STUDY ONLINE

### 5.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at Unisa.

- **All your study material and learning activities for online modules are designed to be delivered online on myUnisa.** Although we give you a printed copy to support your studies, the module is designed to be delivered online.
- **All of your assignments must be submitted online.** This means that you do all your activities and submit all your assignments on myUnisa. In other words, you **MAY NOT** post your assignments to Unisa using the South African Post Office.
- **All of the communication between you and the University happens online.** Lecturers will communicate to you by e-mail, and using the **Announcements**, and sometimes the **Discussion Forums**. You can also use all of these communication channels to ask questions and contact your lecturers.

## 6 ASSESSMENT

For this module, you are required to complete and submit four (4) **COMPULSORY** assignments and write one final examination.

- **Assignment 01, which is only available on myUnisa.**
- **Assignment 02, which is only available on myUnisa.**
- **Assignment 03, which is only available on myUnisa.**
- **Assignment 04, which is only available on myUnisa.**

These assessments are meant to help you prepare for the assignments and the final examination, so please give them the attention they deserve.

- **The examination** will be written at the end of the semester. This will be a two-hour exam covering all the examinable chapters.

All **five** assessments, that are **the four assignments** plus the **exam**, contribute towards your final mark at the end of the semester.

Your final mark will be calculated as follows:

**Assignment 01 + Assignment 02 + Assignment 03 + Assignment 04 =  
Year mark 100%**

**Assignment 01 = 10% of the year mark**

**Assignment 02 = 20% of the year mark**

**Assignment 03 = 40% of the year mark**

**Assignment 04 = 30% of the year mark**

## 6.1 Assignments unique numbers and due dates

<b>Assignment number</b>	<b>Unique number</b>	<b>Due date</b>
01 (semester 1)	<b>801201</b>	<b>23 February 2018</b>
02 (semester 1)	<b>707023</b>	<b>16 March 2018</b>
03 (semester 1)	<b>773773</b>	<b>04 April 2018</b>
04 (semester 1)	<b>805656</b>	<b>20 April 2018</b>
01 (semester 2)	<b>852510</b>	<b>17 August 2018</b>
02 (semester 2)	<b>706836</b>	<b>3 September 2018</b>
03 (semester 2)	<b>706768</b>	<b>18 September 2018</b>
04 (semester 2)	<b>768696</b>	<b>28 September 2018</b>

## 7 CONCLUSION

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

UNISA 2018

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