SPECIAL PROJECTS

Guidelines for Students

Towards the end of training, ICT Diploma students are expected to complete an ICT project that satisfies the following conditions:-

- The project must meet the needs of an existing organization/company
- The project must implement a computer-based solution that is of benefit to Jamaica

PARAMETERS

GROUP SIZE

Students may work singularly, however group work is recommended. Groups should not be larger than four (4) students.

PROJECT IDENTIFICATION

In the process of seeking projects students may do one of the following:-

- Students may select projects from the list that will be prepared by the ICT faculty
- Students may approach organizations/companies directly

Groups should fill out the project proposal form (see Course Container on Moodle) and submit it by the date that will be posted (usually toward end of the programme).

SUPERVISION

Students will be assigned supervisors who will offer support and guidance as the project ensues. Supervisors assigned will be made known at most two weeks after the submission of the project proposal.

Work and travel students must ensure that they have at least two (2) online meetings with their internal supervisor

PROGRAMMING LANGUAGES

Students may use any programming language to develop the project.

DELIVERABLES

The following deliverables are required:-

- Project Presentation   - 50%
- Project Report   - 50%
- Supervisor Evaluation Form *
- Rating Sheet *

** - Should the results be unacceptable, this **will** affect the final scores obtained.*

Project Presentation

Students must make a presentation/demonstration of the project developed, using presentation software. Formal wear is a requirement. Presentations should last a maximum of twenty (20) minutes.

For work and travel students ensure that video conferencing is possible for presentation or a recording of the demo is submitted.

Your final presentation should have the following flow.

1. PowerPoint presentation

- Overview of company
- Overview of project requirements
- Technologies used
- Product Features / Highlights
- Limitations / Challenges
- State highlights of the experience
- IT Project Management
- Acknowledgements

2. Product demo

{Here you would give a short demo of your product}

Project Report

Please note that a draft copy of the Project Report must be submitted to your supervisor **before** the final copy is prepared. (This draft copy may be printed in black and white). Any suggestions for improvement must be implemented before the final submission. The date for submission will be given.

Please note that the final Project Report submission must be printed in <u>colour</u> and must be <u>professionally bound </u>(e.g. spiral).

Project Report Format

COVER PAGE

On the cover page include:-

- Details: **Vocational Training Development Institute Special Project (Year)**
- Project Title
- Additional words: **Developed in partial fulfillment of the requirements for the Diploma in Information and Communication Technology**
- Name of group members
- Name of Internal Supervisor
- Name of External Supervisor (if applicable)

PROJECT REPORT

Your Project Report follows a similar structure to your presentation.

- Acknowledgements
- Table of Contents
- Overview of company
- Overview of project requirements
- Technologies used
- Product Features
- Limitations / Challenges
- Highlights of the experience

In addition to the above, you must include:-

- Networking Design methodology employed [Networking Specialization]
- Floor plan [Networking Specialization]
- Logical and Physical topologies [Networking Specialization]
- Infrastructure plan [Networking Specialization]
- Hardware, appliance, software plans [Networking Specialization]
- Security plan [Networking Specialization]
- Troubleshooting Methodology [Networking Specialization]
- System documentation (where applicable) [Networking Specialization]
- Project Plan (where applicable) [Networking Specialization]
- Entity-relationship diagram (where applicable)
- Database design – queries etc. (where applicable)

- Data Dictionary (where applicable)
- Structure map
- Screenshots accompanied by explanations and indications of validations applied (very important)

APPENDIX
- Questionnaires (where applicable)
- Prototype links or photos (where applicable)
- Photos of space before the implementation had occurred [Networking Specialization]

All Final Project Report submissions must be printed in colour and must be professionally bound. (No file jackets). [Repeated for emphasis☺]

Rating Sheet

Students are required to rate each other as it relates to each person's involvement in the project development. (Applicable to groups only). Please note that students who have not been adequately involved in the development of the project, will NOT be considered successful and hence would not have satisfied graduation requirements.

In addition, the department may request a soft copy of your project, where possible.

PROJECT GRADES

In order to satisfy this project requirement, students must not only demonstrate aptitude at completing the project in question, but must also acquire satisfactory scores in the areas of attitude, deportment and professionalism, as well as conduct a satisfactory presentation.

Students will be evaluated by their immediate supervisor who will be furnished with evaluation forms from VTDI. This evaluation will focus on the following areas:-

- Ability to follow instructions
- Appropriate attire
- Attitude towards work
- Attendance
- Punctuality
- Cooperation
- Initiative
- Work area
- Interpersonal relations
- Dependability
- Flexibility
- Observance of rules

- Quality of work and job skill
- Adaptability

GENERAL GUIDELINES

TIME FRAME

The commencement date for the project is not specified except to state that it must not begin before the second semester of year two. The date for submission of deliverables will be given. It is normally expected in the second week of August.

THE COMPANY

Students are required to visit the company to which they are assigned in order to:-

- Meet with supervisors
- Discuss programme of activities
- Discuss work schedule
- Procure lists of items needed e.g. computer etc.

REMUNERATION

It is important to note that the provision of a financial reward (salary) is not mandatory. However employers can use their discretion to give financial incentives and are encouraged to do so.

WITHDRAWAL

A student may withdraw from a project for reasons of ill-health, safety breaches or other extenuating circumstances that render successful completion of the project impossible. Notification of the withdrawal, accompanied by documentary evidence must be submitted to the Programme Coordinator at least four working days prior to the date of withdrawal.

Students are advised to note however that in order to meet this project requirement, at a more opportune time he/she will have to undertake **another** project from start to finish. (In other words the hours given to the initial project, will not count toward the three hundred hour requirement.)

ATTIRE

Students must be properly attired, well-groomed and maintain the highest standards of personal hygiene at all times. Appropriate attire refers to clothing, which promotes professionalism and is in-keeping with the image portrayed by this institution. Please adhere to the following:-

- Styles should be conservative and appropriate for the office environment

- Garments worn should not be transparent, excessively shiny or obviously a party-type outfit
- Hemlines should not be more than two inches above the knee.
- Pants should be tailored and not worn above the ankle.
- The hair must be neatly combed
- Earrings are not to be worn by males
- Upper torso must be adequately covered. Sleeves should not be less than four (4") below the shoulder
- Clothing for males should be short or long sleeve shirts (no sleeveless), and tailored pants.
- Pants must fit at the waist and not be suspended from the wearer's hips.
- Sandals or slippers may only be worn where a medical condition exists.
- Ultimately the attire must be in-keeping with the specific organization's dress code policy

CONDUCT

Students are expected to:-

- Display a positive attitude towards their work
- Be punctual and abide by the company's code of conduct
- Notify the company supervisor if they are unable to make it to work
- Notify VTDI if the absence is for more than two consecutive days

CHANGING OF PROJECT

Drastic changes in the project selected, that result in a change of company, is greatly discouraged as doing so suggests that the student would be unable to complete this requirement in the designated period. Consequently students are advised that a change can only be accommodated within the first four (4) weeks of work on the project. Such intentions must be communicated in writing to the Programme Coordinator, one week in advance of the proposed departure date.

DISCIPLINE

Breaches	Action
Failure to report to work at appointed times without notification	Programme coordinator to consult with student and a letter highlighting breach placed on student's file
Withdrawal from project without notification	
Irregular attendance	
Disrespectful to supervisors	Investigation by VTDI and appropriate action taken.