

**Semester I 2020/2021**

Subject : Technology and Information Systems (SCSP1513)

Section : 01/02/03/04/05/06/07/08/09/10/11

Task : Industrial Talk 2 – Commerce Dot Com Sdn Bhd (CDC): The

Importance and Trending of IT Project Management

Due : 24/12/2020

(submit softcopy (.docx) via e-learning & a copy in your e- portfolio)

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## Instruction:

Students are required to write a group report (**3-4 students**) in 2 pages. The report should include an abstract, introduction, the content in TWO (2) main parts (importance of IT project management and trending in IT project management), the relevant IT careers, each group member’s reflection, acknowledgement and references. The report should be written in 2 pages using the IEEE conference paper template provided (IEEE-conference-template-a4 (Blank).docx). You should format your report the more like the better to the example of paper given.

*More details on how to write the report, please refer to:* <https://www.thepensters.com/blog/industrial-visit-report>

*The example of IEEE paper formatted following the template is given for reference (IEEE-conference-template-a4 (Example).pdf)*

This report will be 7% of the course assessment.

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You will have to join actively in the industrial talk conducted with the information as below:

Webex Video Recording Download Link: https://utm.webex.com/recordingservice/sites/utm/recording/playback/1f7c1229a78448648c63a11cd72bd8ba (Password: YsWubWi5)

You are required to take note of the content shared by the main speaker in the talk session and discuss with your group members about IT project management. You are encouraged to ask questions and find out more about IT project management. You must include at least 1 table/figure to support your content (excluded from the word limit). The paper’s word limit is 1,000.

Every group should write the report in your own words. **PLAGARISM of the content is prohibited.** If any of the content is known to be copied from other website/review/blogs, you will be given **0 mark**!! You can get photos/information from other resources, but you must **include credits (in citation/link)** to the original owners.

**Report Rubric**

**Task Description:** Industrial visit report (group)

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Excellent**  **10-7** | **Fair**  **6-4** | **Poor**  **3-0** |
| **Contents** | Report contents: abstract, introduction, the content in TWO (2) main parts (importance of IT project management and trending in IT project management), the relevant IT careers, each group member’s reflection, acknowledgement and references. | | |
| All contents included | Included but not well covered | Included but poorly covered |
| **Reflection** | 1. What is your goal/dream with regard to your course/program? 2. How does this talk impact on your goal/dream with regard to your program? 3. What is the action/improvement/plan necessary for you to improve your potential in the industry? | | |
| Excellent explanation of point 1-3. | Fair explanation of point 1-3. | Poor explanation of point 1-3. |
| **Organization** | Good organization, points are logically ordered. | Some organization, points are jumpy. | Poorly organized, no logical progression. |
| **Formatting & table of content** | Good use of fully formatting in MS Word and the most likely follow the IEEE paper format of the example paper given | Fairly use of formatting in MS Word and somehow following the IEEE paper format of the example paper given | Poorly use of formatting in MS Word and mostly NOT follow the IEEE paper format of the example paper given |
| **Use of Tables & Figures** | Extensive use of tables and/or figures effectively to show the understanding regarding the topic with the correct format. |  | No tables and figures are used. |
| **Grammar, Usage, and Spelling** | No errors. | Some errors. | Numerous errors distract from understanding |
| **Timeliness** | Report on time | Report one day late | Report more than one day late |