

## CNMT 479 – Applied Development Project Preparation (1 credit)

### Section 1 – Spring 2024

**Course description:** Develop a plan for a capstone project, with deliverables, and receive instructor approval. Review key concepts necessary for CNMT 480, including software development, project management, systems analysis and communicating with technical and non-technical audiences. May include additional topics specific to anticipated capstone projects.

### Course information

<b>Class meetings</b>	Tuesdays, 11:00-11:50 AM, SCI D226
<b>Final exam time</b>	This course does not have a final exam.
<b>Instructor</b>	Tomi Heimonen, PhD
<b>Office location</b>	B235, Science Building
<b>Email</b>	<a href="mailto:theimone@uwsp.edu">theimone@uwsp.edu</a>
<b>Telephone</b>	(715) 346-4145
<b>Communication</b>	You are encouraged to contact me if you have any questions. When communicating via email, please add “CNMT 479” on the subject line.
<b>Office hours</b>	In-person: Monday through Wednesday, 10:00-11:00 AM Online: Thursdays, 10:00-11:00 AM Check Canvas for instructions on how to sign up for online office hours.
<b>Class website</b>	Canvas will be used to distribute course materials, assignments, and grades. Check it regularly to stay informed of changes to class schedules and other important announcements.
<b>Prerequisites</b>	CNMT 410 (or concurrent registration), and the following based on major: Web Development Major - Both WD 302 and CNMT 310; CIS Application Development Major - CIS 341; CIS Networking Major - CNMT 310; CIS Cybersecurity Major - CIS 360; CIS Security Studies Major – CIS 361.

This syllabus and course timetable are subject to change. It is your responsibility to check Canvas for corrections and updates. Any changes will be clearly noted in class, in a course announcement and/or through email.

### Course learning outcomes

Upon completing this course, the expectation is that you will have gained and successfully demonstrated the following knowledge and skills:

- Create a realistic project plan for a software development project by completing requirements gathering, definition of work tasks and deliverables, project scheduling, and risk assessment.
- Provide actionable feedback on project plans to your peers and revise your plan based on peer feedback.
- Describe the purpose and importance of agile project management ceremonies.
- Communicate effectively with instructor, peers, and project stakeholders.

### Course requirements

Completing coursework awards a maximum total of 100 points.

- Project topic definition: 5 points
- Project plan draft: 35 points
  - Includes in-class assignments
- Project plan draft peer review: 10 points
- Revised project plan: 30 points
  - Includes in-class assignments
- Capstone course sprint review participation and reflection: 20 points

Specific instructions for each assignment are provided on Canvas.

### Submitting coursework

All coursework must be submitted **electronically through Canvas**, unless otherwise instructed. Email submissions are not accepted, unless otherwise specified in assignment instructions.

Points you receive for graded activities will be posted to Canvas. Online grades are updated once a grading session has been completed – typically within 4-5 business days following the completion of an activity.

### Software and hardware requirements

Storage media (e.g., flash drive or external hard drive) or cloud-based storage (e.g., OneDrive) will be useful to store and transport the documents, files and/or projects created during this course.

### Grading scale

Final grades will be determined as a percentage of points earned out of 100 points according to the following scale:

Grade	Percentage	Grade	Percentage	Grade	Percentage
A	94.00% or more	B-	83.99% – 81.00%	D+	69.99% – 65.00%
A-	93.99% – 91.00%	C+	80.99% – 78.00%	D	64.99% – 60.00%
B+	90.99% – 88.00%	C	77.99% – 74.00%	F	Less than 60.00%
B	87.99% – 84.00%	C-	73.99% – 70.00%		

The instructor reserves the right to revise the grade cutoffs to be more generous if necessary.

### Course policies

#### Late work

Coursework must be submitted by the given deadline, or an extension must be requested from the instructor **before the due date**. If you know ahead of time that you will have a legitimate reason for missing a due date, contact the instructor to discuss an extension.

Coursework that is turned in late will receive a 20% reduction in points awarded. **Submissions that are more than 3 days late will receive 0 points.**

The instructor reserves the right to adjust this policy to account for extraordinary situations, such as documented illness or medical emergencies. You are required to inform the instructor as soon as practical of such situations.

#### Attendance

Attending class will likely be the single most important factor in determining your performance and grade in the course, so plan to attend every class. The relationship between attendance and achievement in education has been extensively documented in peer-reviewed research. **I am not able to re-teach the material to you if you are absent, but I will do my best to provide alternative options for you to acquire the content.**

**Excused absences:** If you need to miss a class, notify the instructor via email no later than the morning of the class meeting in question.

- The following is a non-exhaustive list of legitimate reasons to be absent from class: illness, COVID-19 isolation, religious observance, military service obligations, pregnancy, and medical appointments.
- Documentation is **not required** for absences for the above reasons unless you will end up missing more than two consecutive class meetings.

Making up missed in-class work is **allowed only for excused absences**. Coursework needs to be completed within 7 days of the original due date, unless otherwise agreed upon in writing with the instructor.

- In case of extenuating circumstances, such as personal or medical emergencies, you should contact the instructor as soon as possible to discuss arrangements for making up missed coursework.

If you have any questions or concerns regarding this policy, your first point of contact should be the instructor. If you are unable to reach the instructor, or if you are experiencing a personal or medical crisis/emergency, contact the Office of the Dean of Students at [dos@uwsp.edu](mailto:dos@uwsp.edu) or (715) 346-2611.

### **Absences due to military service**

You will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) weeks unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

### **Dropping/withdrawing from the course**

It is the student's responsibility to understand when they need to consider un-enrolling from a course. Refer to the [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course.

Serious and compelling reasons include, but are not limited to, the following: documented and severe physical/mental illness/injury to the student or student's family. Please consult the instructor at the earliest opportunity to discuss the need to drop the course after the mandated deadline.

### **Incomplete grades**

Under emergency/special circumstances, you may petition for an incomplete grade. An incomplete will only be assigned if inability to complete the coursework was due to a documented illness/injury or other circumstance beyond your control. All incomplete course assignments must be completed by the end of Fall 2024 semester.

### **Teamwork**

In coursework completed in teams, each student is responsible for completing their portion of the assigned work to the best of their ability. Groups are encouraged to include a statement in their submitted work that describes how the group divided up the work. The statement may be used as the basis for grading and conflict resolution.

### **Nondiscrimination**

You may be asked to review and provide feedback on the work created by your peers. When doing so, please remember that the objective is to critique the work, not the person.

It is the policy of the University of Wisconsin-Stevens Point to:

Foster an environment of respect for the dignity and worth of all students, employees, and guests of the university; Provide an environment which is conducive to the free and open exchange of ideas; and Strive to eliminate bias, prejudice, discrimination, and harassment in all forms and manifestations.

Discrimination based on an individual's age, race, color, religion, sex, gender identity or expression, national origin, ancestry, marital status, pregnancy, parental status, sexual orientation, disability, political affiliation, arrest or conviction record, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or this state, or other protected class status is demeaning to all students, employees, and guests; impairs the process of education; and violates individual rights.

### **Accommodations**

UWSP is committed to providing reasonable and appropriate accommodations to students with disabilities and temporary impairments. If you have a disability or acquire a condition during the semester where you need assistance, please contact the Disability Resource Center (DRC) in CCC 108 as soon as possible. DRC can be reached at (715) 346-3365 or [drc@uwsp.edu](mailto:drc@uwsp.edu).

### **Academic integrity and honesty**

As a student in this course and at this university, you are expected to maintain a high degree of professionalism, commitment to active learning and participation, and integrity in your behavior in and out of the classroom.

As an academic community, we at UWSP place great emphasis on academic integrity and honesty. Plagiarism, fabrication, cheating, helping others commit these acts, and any form of dishonesty compromise the educational process and devalue the achievements of all students. All work you submit must be original and completed

individually unless collaboration is explicitly allowed. Always acknowledge your sources, cite appropriately, and give credit where it's due.

If instances of alleged academic dishonesty are identified, appropriate actions will be taken in accordance with the institution's policies ([UWSP Chapter 14](#)). These actions could include revising the assignment, receiving a lower grade or no credit for the assignment, receiving a lower grade for the entire course, or facing more serious academic consequences. If you are unsure if something might be considered academic misconduct, you are struggling to understand the content or an assignment, or you have fallen behind for whatever reason, please contact your instructor as soon as possible.

By nurturing a community of support, honesty, and respect, we ensure that academic pursuits and your experiences at UW-Stevens Point are both meaningful and genuine.

### **Use of third-party content and previous assignments**

- Unauthorized use of ChatGPT, or other generative AI writing tools, is not permitted in this course and will be treated as plagiarism.
- You may use other online information and learning materials/sources, such as StackOverflow, YouTube and LinkedIn Learning, to help in completing graded course activities.
- You must properly cite and acknowledge any design elements, code, or other third-party material that you incorporate into your own work. Failure to do so will be considered a form of academic misconduct and is subject to disciplinary action.
- Submitting work previously presented in another course is not allowed, unless approved by the instructor in writing.
- If you have any questions or concerns on acceptable practices, consult the instructor in advance.

### **Emergency preparedness**

In the event of a medical emergency call 9-1-1 or use the nearest campus phone. Provide assistance, if trained and willing to do so. Guide emergency responders to victim(s).

In the event of a tornado warning, proceed to the basement corridor in the Science building and shelter in place.

In the event of a fire alarm, evacuate the building in a calm manner. Meet at the courtyard of the Chemistry and Biology building. Notify instructor or emergency response personnel of any missing individuals.

Active Shooter – RUN. HIDE. FIGHT. If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.

See [UW-Stevens Point Emergency Procedures](#) for details on all emergency response at UW-Stevens Point.

## Tentative course schedule

WEEK	TOPICS	COURSEWORK/ACTIVITIES DUE
01	<b>Syllabus review &amp; introduction</b> <ul style="list-style-type: none"> <li>Expectations for this and the capstone course</li> </ul>	
02	<b>Course organization</b> <ul style="list-style-type: none"> <li>Define project groups (as needed)</li> <li>Explore potential project topics and clients</li> </ul>	Identify project topic/client
03	<b>Project planning fundamentals</b> <ul style="list-style-type: none"> <li>Review the project plan template and instructions</li> <li>Effective technical communication</li> </ul>	Identify project topic/client
04	<b>Project planning fundamentals</b> <ul style="list-style-type: none"> <li>Agile development basics</li> <li>Defining project goals and objectives</li> </ul>	Submit project plan topic definition
05	<b>Design reviews</b> <ul style="list-style-type: none"> <li>CNMT 480 design reviews</li> </ul>	Tentative: Participate in CNMT 480 sprint reviews
06	<b>Project planning fundamentals</b> <ul style="list-style-type: none"> <li>Requirements gathering</li> <li>Project deliverables</li> <li>Project scheduling</li> </ul>	Project plan draft (in-class work): Develop goals and objectives
07	<b>Project planning fundamentals</b> <ul style="list-style-type: none"> <li>Resource management</li> <li>Identifying and managing risks</li> </ul>	Project plan draft (in-class work): Define requirements
08	<b>Code reviews</b> <ul style="list-style-type: none"> <li>CNMT 480 code reviews</li> </ul>	Tentative: Participate in CNMT 480 code reviews
09	<b>Project plan draft Q&amp;A</b> <ul style="list-style-type: none"> <li>Class meeting is used for discussing any open issues.</li> </ul>	Submit project plan draft
10	<b>Peer reviews</b> <ul style="list-style-type: none"> <li>In-class peer reviews</li> </ul>	Complete project plan peer reviews
11	<b>Project plan draft feedback</b> <ul style="list-style-type: none"> <li>Receive general feedback on drafts in class (detailed feedback in Canvas)</li> </ul>	Submit report on lessons learnt from CNMT 480 sprint reviews
12	<b>Risk management</b> <ul style="list-style-type: none"> <li>In-class work time to revise project plans</li> </ul>	Revised project plan (in class work): Define/revise risk management and communication plans
13	<b>Guest presentation (tentative)</b> <ul style="list-style-type: none"> <li>Otherwise, class meeting is used for discussing any open issues.</li> </ul>	Submit revised project plan
14	<b>Revised project plan review &amp; feedback</b> <ul style="list-style-type: none"> <li>In-class work time used on a first come, first serve basis for review meetings</li> </ul>	Participate in a project plan review and feedback meeting
15	<b>Revised project plan review &amp; feedback</b> <ul style="list-style-type: none"> <li>In-class work time used on a first come, first serve basis for review meetings</li> </ul>	Participate in a project plan review and feedback meeting

**Important Note:** Refer to Canvas for specific due dates for coursework. If you have any questions, please contact the instructor.