IT 299

Assignment 1

Outcomes addressed in this Assignment:

Unit Outcomes:

- Discuss Information Technology trends and practices in the various IT sectors and the skill sets required in those sectors
- Describe how your professional and academic skills and experiences match the needs of the IT sector of your chosen emphasis area in your Associate degree program
- Create a resume and cover letter that clearly demonstrate your professional and academic qualifications

Course Outcome:

**IT299-4:** Knowledge: Understand technology trends, practices, and products.

Assignment Instructions:

Field Analysis and Application Assignment

Disclaimer: The organization and characters depicted in this exercise and continuing project are fictional. Any resemblance to real organizations or individuals is purely coincidental.

The unit Assignments are scenario-based. Each of the Assignments puts you in the role of a recent employee of McCall Southern, an information technology consulting firm. McCall Southern is a mid-sized IT consulting company. Current projects are winding down and you are wondering what your next Assignment will be. The Chief Executive Officer of McCall Southern sends out an e-mail announcing that thanks to the efforts of the business development team, a new client has hired McCall Southern for four related projects.

Note: Carefully read the information, in the Doc Sharing area entitled IT299 Project Scenarios, about the new client contract. You may want to save this to your own computer for future reference, as it contains the basis for the unit Assignments and the Final Project you will be working on during the term. Finally, you will give the new client a name of your own choosing.

Project Background:

New Client: Photography Company
The Photography Company is a small photography company consisting of 15 employees who are converting the company into digital. The company understands they have to keep up with the technology and become a trendy business for future generations to come.

The company has a main office and a small photography studio. The small studio has been a separate entity, but with more graduation photo requests, marching band requests, and miscellaneous photos, there needs to be a central location to process all the photos and keep everything in order. This is why a main office was built, and this is where most of the employees of the photography company are located. With this change to keep up with the scalability of demand, McCall is responsible for the implementation of projects below.

It is important to note that McCall Southern is only responsible for the design and implementation of the projects below.

The last project on the list will be to manage one of the three projects below. You will get to choose which one as an IT Project Manager.

1. Website Makeover

This project is focused on the Web development for the photography company. McCall Southern wants to bring the small photography company to have a front facing website for new and existing customers. The company is seeking a feature-rich website that will include as a minimum the following elements:

- Customer service chats for customers
- Shopping cart to order photos
- Online payments
- Confirmation for all online transactions
- Area to put in a request for touch-up
- Images of the customer’s photos
- A way to crop pictures

They also want to see what other ideas you have for making this new site a true asset to their marketing division. This project should appeal to those McCall consultants who have a strong background in Web development.

2. Creating a Computer Network

This project is appropriate for staff that focused their education on networking.

The networking team will work on the network design for the main photography company and the small studio location. The photography company will anticipate the possibility of more locations, as well as more requests for photography events. The photography company needs a
networked tracking system to keep up with the scalability of this growing company as well as maintaining and tracking all data from photo shoot events.

Right now, the main office has 15 computers for the 15 employees who work there. There is one server used for everything in an open space. The computers are peer networked, but are over five years old and currently using a Windows® XP® operating system.

At the studio, there is one PC in the office and one PC at the front desk. These are also peer networked as well. The computers used at the studio are to put data into a spreadsheet with order information that would be e-mailed to the main office.

The networking project is to define the computer hardware and software needed, and to develop designs for a networked environment to support the business goals. Both locations should be able to print to a networked printer and to local printers.

3. Creating a Client Tracking Software Solution

This project is appropriate for staff that focused their education on programming.

The programming team will work on the programming aspects of the project, developing a prototype of a client tracking system to keep track of the following:

First Application:

In this section one can merge equipment tracking into a Web application or a desktop application.

This application made would track what events are taking place, and give a place for the photography company to make notes and share the documents about the event. They would assign the photographers to an event so they have a planner. They also have a spot to assign equipment to the event as well, so they know what cameras to use, lights, and more.

Second Application:

This application can also track clients. The sales team can add clients, documents about clients and any information someone might need when working with a client.

The following information needs to be input into an application that will apply to the database. The application will need to have an area to enter event name code, name, date, phone numbers, e-mail, touch up, and more. One will need to keep security in mind to prevent unauthorized access.

4. IT Project Manager
This project is appropriate for staff that did not focus their education on an emphasis area.

As you go through this course you will be an IT Project Manager. An IT Project Manager monitors and controls projects to be sure they stay within scope, stay on schedule, and within budget. In later units you will create a business proposal from one of the projects listed above. It can be a networking project, a Web project, or a programming project. The client should review the proposal and sign off on it. You will also create an implementation plan to include a project description, project goals, project budget, and project schedule including a work breakdown structure. There will be several status meetings with the client and project team members. Two status reports will be created that represent the status of the project. Finally, a project closure report will be created.

To All Students:

Please come up with your own name for the photography company. Also, the outlines above are the minimum project requirements. Feel free to conduct additional research about photography companies using various types of technology. Finally, feel free to be creative and add your perspective based on your research and viewpoints.

The Field Analysis and Application Project

Read the Project Background section carefully before completing this Assignment. The purpose of this assignment is to have you report on current national trends and practices in your emphasis area: networking, programming, or Web development and to identify the skills you have developed through your AAS degree program which have prepared you to work in this area as part of an application to work on one of the Photography Company’s project teams which matches your emphasis area. For students without an emphasis area, you will report on current national trends and practices areas related to IT project management.

This will be created in a single Microsoft Word® document covering the following.

Part 1. A Cover Letter in which you indicate the project you want to work on, a brief description of your specific background, knowledge, and skills, and show how they match the needs of the project. You might want to complete Part 3 below, Field Analysis, before writing this cover letter. If you feel you do not have the skills for an emphasis project then use your field analysis research thereby making up your skill set.

Part 2. A resume documenting your educational and work experience related to your project area.

Part 3. Provide a 2–3 page Field Analysis of the Information Technology area that has been your focus: networking, programming, and Web development, or if your AAS did not focus on one of these, you need to provide an overview of all three. In this analysis, report on the current trends and practices in your area(s). Identify and describe the set of skills and abilities expected of new
employees entering the field. Correctly use Information Technology terms in writing your analysis paper and include references and citation.

Directions for Submitting Your Assignment:

Compose your Assignment in a single Microsoft Word document and save it as IT299_YourName_Unit_X.doc and submit it to the Dropbox for this unit.

Written Assignment Requirements

Answers or website materials contain sufficient information to adequately answer the questions and contain no spelling, grammar, or APA errors. Points deducted from grade for each writing, spelling, or grammar error are at your instructor’s discretion.

Please be sure to download the file “Writing Center Resources” from Doc Sharing to assist you with meeting APA expectations for written Assignments.

Review the grading rubric below before beginning this activity.
Assignment 1 grading rubric = 50 points

<table>
<thead>
<tr>
<th>Assignment Requirements</th>
<th>Points Possible</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td><strong>Part 1. Created a Professional Cover Letter.</strong></td>
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<tr>
<td>a. Identified a project you are interested in doing for your Final Project and gave the photography company a name.</td>
<td>0-5</td>
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<tr>
<td>b. Listed specific experience, schooling, and knowledge related to the Final Project.</td>
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<td>c. Cover letter is properly addressed.</td>
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<tr>
<td><strong>Part 2. Created a Professional Resume</strong></td>
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<tr>
<td>a. Completed resume.</td>
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<td>b. Resume contained contact information.</td>
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<td>c. Resume contained educational experience and/or work experience.</td>
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<tr>
<td>d. Resume was formatted in a professional manner to include indentation, spacing, and consistent fonts.</td>
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<td><strong>Part 3. Field Analysis Paper</strong></td>
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<td>a. APA formatted paper that is 2–3 pages long not including the title and references pages.</td>
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<td>b. Listed current trends and practices in your Final Project area.</td>
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<td>c. Identified skill set required for your field.</td>
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<td><strong>Total (Sum of all points)</strong></td>
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<tr>
<td>Less - points deducted for spelling, grammar, and APA errors.</td>
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<td>Plagiarism is totally unacceptable.</td>
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<td><strong>Adjusted Total Points</strong></td>
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