**Checklist Individual**

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| **No** | **Checklist** |  |  |  |
| 1 | **Result of Belbin self perception Test** | Evidence of completing the Belbin self-perception test |  | ✔ |
| 2 | **Individual Concept Map** | Concept map gives insight about student | Evidence of expert concept map knowledge | ✔ |
| 3 | **Gantt chart** | Evidence of completing the Gantt chart exercise from week two | Demonstrate a good understanding of the MS project tool, tool features and benefits | ✔ |
| 4 | **Network Activity** | Evidence of completing the network activity exercise | Demonstrate understanding of critical paths and task dependencies |  |
|  | **Github** | Evidence of completing Github registration using University email address |  | ✔ |

**Group Checklist**

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| **No** | **Checklist** |  |  |  |  |
| 1 | **Justification of task allocation in the team** | A written justification of tasks allocation to team member | Sophistication in thought of result analysis of individual Belbin self-perception test | Task allocation table indicates task and the corresponding team members |  |
| 2✔ | **Team concept map** | A reflection of team network indicating team members and corresponding skills | Clearly represent team members unambiguously | Uniformity in the representation of concepts. For example, having a box and circle representation of concepts in a single concept map |  |
| 3✔ | **Project concept map** | Focus questions are presents | Robust enough and provide answers to all focus and possible application questions | There is uniformity of concepts , good connectedness and links make sense | Easily understandable by novice and taught features of expert concepts map is present |
| 4 | **Work Breakdown Structure** | Evidence of sophistication in thought of identifying tasks | A tree view of the team WBS | A WBS Dictionary for the team’s project | Demonstration of understanding WBS by team members |
| 5✔ | **Risk Analysis table** | Evidence of sophistication in thought of identifying risks | Written evidence of risk justification and any technique adopted | Risk identified are inline with the team project | Evidence of putting in place risks mitigation or management process to avert or minimise risk impacts |
| 6✔ | **Gant Chart** | Use of suitable tool (MS project) and not hand drawn | Evidence of project tasks present with necessary dependencies | Task reflecting associated task managers (names of team members) | Project timelines are reasonable adequately presented |
| 7 | **PERT Chart** | Chart representing all project tasks | Critical path appropriately represented | Task duration, early and late start, early and late finish and slack make sense |  |
| 8✔ | **Trello Board**  **registration** | Evidence of team Trello board registration | Evidence all team member have access and aware of logins | Lines are cards are appropriately updated with project tasks |  |
| 9✔ | **Weekly activity log** | Evidence of recording team and individual activities |  |  |  |