

Hi Everyone,

I hope you are well.

Please see following instructions for your group report and presentation submission.

Group report: Worth 30% of overall mark

Due date: Monday 15th April, 5pm

Instructions:

- 1) Your report's soft copy must be submitted via LMS by the due date. The submission links for the group report have been created for you on LMS.
- 2) You DO NOT NEED to submit the hard copy of your report.
- 3) The project's marking sheet (available on LMS) must be completed and enclosed in the report. Specifically, the marking sheet must include a) Your group name, b) Students' name, c) Students' ID, e) Practical class you are enrolled in.
- 4) The report's word count must be within a +/- 5% range of the recommended word count.
- 5) Do not forget to enclose in the report the meetings' agendas, minutes, team reflections, etc., as this is assessable work (details are included in the project marking sheet & unit outline).
- 6) You will receive detailed feedback on your work and the mark, as soon as the marking is completed (date TBA).

Please note: Although not compulsory, you can check for similarity and plagiarism in your report by using the Turnitin portal created for you on LMS. If you decide to use Turnitin, the procedure to be followed should be as follows:

- *One student in the group can upload the report on Turnitin.*
- *The student who has uploaded the report will share the results of the similarity report with the other members of the group and the group can then amend the group report accordingly.*
- *We will not mark the Turnitin submission but will just leave it in the LMS page.*
- *Then, the final report must be uploaded via the LMS Group Report submission link, and this is the submission which will be marked.*
- *If you decide to not use Turnitin as you feel comfortable that plagiarism is not involved in your report, you can upload your report through the LMS group report Link directly.*

Presentation: Group submission, individually marked, worth 15% of overall mark

Due date: Friday 19th April, 5pm

Instructions: The presentation involves a 4-minute talk per person (with no questions asked), which everyone needs to complete. In order to complete the presentation, students are required to do the following:

1) As a group, you need to video record your presentations via Zoom/MS Teams/PP (either together or individually and then assemble the individual parts to produce one presentation per group) and then upload the video on LMS via the Echo/lecture capture system and create a public link. This link must be inserted on to your Power Point slides (first page), to be uploaded to the submission portal created on LMS for you.

2) When preparing your presentation via Zoom/MS Teams/PP it is essential that you show yourself and speak over a Power Point presentation. Specifically: a) One oral presentation per group (i.e. only one video file to be uploaded); b) Students to speak sequentially (one at a time) about their respective part during the presentation (ie. student A, then student B, then student C..., etc.). Please note that you are expected to choose your individual parts (i.e. only part of your project) to be delivered in the 4 minutes available to you individually, and together as a team you are expected to cover the stages of your project's lifecycle and the relevant PMBOK competencies and TBL applied to your project.

3) As already stated, you need to submit copy of the Power Point slides on LMS via the submission link created for you. In addition to the video link, the front page of your slides must include: a) Your group name, b) Students' name, c) Students ID and d) Practical class in which you are enrolled. Also, please ensure that each student's name is placed at the beginning of the respective part presented by a given student, so that we can identify WHO presents WHAT.

4) The Presentation Coversheet Checklist for your group video presentation is available on LMS. It must be completed and enclosed to the Power Point slides you submit on LMS.

5) The presentation's deadline is on Friday 19th April, 5pm and presentation submissions can start any time after the report submission.

6) I would strongly recommend you test the group video recording and the upload on ECHO beforehand by recording and uploading a short presentation video (about anything) as a trial run so you can check that everything works fine (clearly no marking will be attached to this submission).

I reiterate that the presentations are assessed individually, and you will receive detailed feedback and the mark, as soon all presentations grading is completed (date TBA).

Please let me know if you have any questions.

Kelly, Jonathon, Danielle, Luvha and I look forward to enjoying reading your projects and watching your presentations.

Good luck!

Cosimo Faiello (Unit coordinator)