# BCIS R&D Project

## Poster Requirements and Assessment Guide

| Date | Version | Author | Notes |
|---|---|---|---|
| 17 April 2014 | 1.0 | Anne Philpott | Contains collated notes from earlier project assessments resources. |
| February 2015 | 1.1 | Anne Philpott | Minor updates |
| May 2016 | 1.2 | Stephen Thorpe | Template revision, minor updates |
| Sept 2016 | 1.3 | Stephen Thorpe | Addition of logo requirement, minor updates |
| May 2017 | 1.4 | Stephen Thorpe | Minor updates |

# 1. Introduction

The final project poster sessions offer an opportunity for students to present their work in the form of a team poster, possibly demonstrate some project deliverables and reflect upon their achievements before an audience. The relevant project deliverables might include artefacts produced during the project or a demonstration of software. The assessment team will ask questions and take into account the ability of students to clearly communicate their work in a poster presentation that describes the scope, depth and significance of their work, and critically reflects upon their experience.

The learning goals associated with the assessment are:

2. *Demonstrate a professional attitude.*
3. *Demonstrate the ability to integrate the different disciplines required to bring a project to a successful conclusion.*
5. *Communicate effectively in both written and verbal presentations and in group situations.*
8. *Show the ability to document appropriately the deliverables for their project – software specifications, project plans, source code, technical reports, white papers, literature reviews and academic articles for publication.*

# 2. Poster Assessment Process

The poster session is usually scheduled in week 13 or 14 of the second semester of a project. Exact dates and specific requirements with respect to preparation, printing and attendance will be communicated each semester in class and on Blackboard. Printing of the posters is paid for by the School of Engineering Computer and Mathematical Sciences provided you use the mechanisms arranged by the BCIS project team.

The audience comprises senior academic staff of the School of Engineering, Computer and Mathematical Sciences, including the project academic leader, supervisors and members of the Engineering, Computer and Mathematical Sciences industry advisory committees. Students enrolled in Part 1 of the Research and Development Project may also attend and others from around the university. Student attendance is restricted to after the assessment period to enable interactive discussion and assessment.

Posters are worth 10% of the final project grade. A marking guideline is provided in Appendix A. The marking is conducted by several teams of supervisors. The marking teams will want to read your poster and look at any artefacts or demonstrations you have available. They will also ask questions of each of your team members about aspects of the project, your products or processes, and your learning.

# 3. Poster Content

The following points would normally be covered by your poster.

**Title**: Should briefly convey the essence of your project, the general approach, and the system or solution. Use sentence case and not all capitals. Include your sponsor's company, department or division.

**Authors**: Include the names of the authors and your supervisor

**Project Purpose, Objectives and Goals**: Why did this project exist? What targets were set and what goals identified?

**Project concept or rationale**: Outline your understanding of what the project sponsor and the stakeholders needed. Include an explanation of the existing situation, pain points, or issue, and if relevant, how work was done and by whom. This section should include relevant background information or prior literature. It should show whether the system has links to, or is based upon, another system or solution.

**Method (How)**: Briefly describe your approach, the experiments, investigations or procedures followed. Use figures and flow charts to illustrate your experimental design if possible. Consider including a photograph, diagram or illustration. Mention any statistical or other analyses undertaken. This section should focus on **how your project's artefacts were produced**: include a **critical review** of the team method and processes adopted in carrying out the project, including quality assurance identifying what worked well and what did not. Your critique should relate any insights to relevant literature. Issues related to the effectiveness of communication processes, team and personal or professional strategies could be covered.

**Results (What): Project artefacts**: (e.g. architecture, models, design, software, and client deliverables): Present your high level design or equivalent artefacts: Use Cases, Class Diagrams, or DFDs, or entity model. Present your low level design or equivalent: interaction diagrams, screen layouts, report layouts, forms, algorithms etc. (For a more research oriented project the experimental design may be elaborated upon here). Justification of solution: why it is the best solution for the problem. This may include discussion of progress made and recommendation for extensions to an initial prototype, or an evaluation report with recommendations for a particular technology option.

Remember that you are presenting **to a technically competent audience** so you can provide an in-depth presentation of your work. They will be interested in the design and technical details of your solution. For many, it may be an opportunity to learn about how a new technology solution has been actually designed and implemented in a unique situation. Demonstration of a completed or prototype system, or other demonstrable artefacts (e.g. a tutorial, a process map, plan, or an improved technology platform) is also beneficial alongside your poster.

**Areas of greatest technical difficulty**: Identify the notable technical difficulties you faced and how these were resolved. .

**References**: Include your references in APA format (yes you should have some).

**Acknowledgments**: Include acknowledgments if you have any

**Some style recommendations**: Use no more than two fonts; Left-align your fonts, leave some breathing space around your text; put your most important information first; use short sentences – edit to make them smaller and Twitter sized! Images, graphs, illustrations, diagrams and photos (at least 150dpi) can communicate more than words; include informative captions; use no more than 3 colours; consider using a formal colour scheme (www.colorschemer.com); and use dark text on a light background.

# 4. Obtaining Copyright

It is your responsibility to obtain written permission to use you sponsor's logo before submitting the poster for assessment. You can use the AUT Media Waver form uploaded to Blackboard.

# 5. AUT Logo

It is important that you use the latest version of the AUT logo on your poster. Download this from the Blackboard along with the branding guidelines. PinkLime have advised that they will no longer print posters with out-dated AUT logos on them.

There are specific brand guidelines for selecting the right logo and the way that it can be used. Please refer to them before selecting and applying an AUT logo.

The AUT Tab logo is the primary option – to be used on the top right of all material that represents the university where possible.

The AUT Block logo is to be used specifically for co-branding or for scenarios where no edge is available to connect the Tab version to.

# Appendix A – Poster Assessment Criteria

Project Name: .....

Student: .....

Poster Presentation Criteria

- Produce a poster on A1 paper that presents the content described below.
- Be prepared as a team to have any artefacts produced during your project (including a demonstration of software if applicable) available for scrutiny and to answer any questions raised by the assessment panel.
- Be prepared to answer questions on your individual contribution to the project, demonstrating critical thinking and reflections on lessons learned.

| Criteria | Grade obtained |
|---|---|
| **Content 50%**<br>• Outlined project objectives and rationale<br>• Project artefacts (e.g. architecture, models, design, software, client deliverables)<br>• How artefacts were produced<br>• Areas of greatest challenge<br>• Areas of greatest technical difficulty | |
| **Presentation of Poster 20%**<br>• Clarity of poster presentation<br>• Effective technology/artefact<br>• Spelling and grammar<br>• Audience appeal | |
| **Individual Explanation 30%**<br>• Reflection on lessons learned<br>• Demonstrated critical thinking<br>• Fluent handling of questions | |

Overall Grade

| A+ | A | A- | B+ | B | B- | C+ | C | C- | D<br>Over 40% | D<br>Under 40% |
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Signed by: ---------- Date ----------

Signed by: ---------- (Moderator)

Comments/feedback: