

COVER SHEET FOR ALL ASSIGNMENT BRIEFS

Name of Module	Production Project
Name of Module Leader	Patrick Ingham
Main Assessment or Resit?	Both
Semester 1 or 2	Semester 1 + 2
CRN	10538
Type of Assessment (Coursework; Presentation; Phase Test etc)	Written Reports / Product / Presentation
Date & deadline time of Submission	All Submissions are due by 12pm (MIDDAY) on the specified day Component 1: Friday 10 th November (Week 7 - Semester 1) Component 2+3: Friday 19 th April (Week 10 – Semester 2) Presentations: May 7 th -> May 24 th (Week 12 -> Week 14 Semester 2)
Date for Return of feedback	Component 1: Within 3 weeks Component 2+3: Within 3 weeks following on from Q&A
Type of Submission It is expected that all assignments will be submitted electronically.	Online via My Beckett
Feedback (please specify how will feedback be given to students)	Written via MyBeckett
Franchise delivery Is the assessment for campus delivery the same for the franchise partner, if not please provide assessment for franchise partner.	Franchise deliveries will use this assessment

COMPONENT 1

DETAILS OF THE ASSESSMENT

Overview

This assessment requires the submission of two correlated documents which will define the feasibility of your project and how it will be assessed:

- I. Project Specification: A short document (500-750 words) which is an outline of your plans for your whole project including your product
- II. A *risk register* which highlights the associated risks in delivering aspects of your project and the likelihood of each risk occurring. This type of document is common practice in real world projects.

If, at any time after your Component 1 submission, you decide to make significant changes to your project, you **MUST** agree these with your supervisor and you may be required to re-submit your individual aim and objectives, your product description and a new risk register.

Ethical Approval is a requirement for you to proceed with your project. Remember this needs to be done and SHOULD BE INCLUDED AS A RISK indicating its current status.

Projects that do not have Ethical Approval will NOT be marked.

Ethical Approval Process need to be started by January 5th 2024

Please take on board any comments or feedback from your Component 1 submission in filling out your Ethical approval form.

Detailed guidance on the deliverables

Deliverable 1: Project Specification

Your Project Specification should have the following structure:

Section Title	Purpose	Word limit
Working Title	Identify and show the intention of the project in a succinct way. The title can change.	
Project aim	<p>Stating the overall project aim allows us to quickly identify whether your project is appropriate and suggest any changes required to make your project appropriate.</p> <p>When you are deciding on your aim think about the following:</p> <ul style="list-style-type: none">• Is your aim well-defined?• Does your aim use what you've previously studied on your course?• Does your aim allow you to extend your learning beyond what you've previously studied on your course?• Does your aim provide you with challenges appropriate for the Level 6 Production Project and your course?	A Paragraph (typically 50-150 words)
Project Expectations	<p>As indicated on in your Project Expectations document per individual course routes.</p> <p>You are to demonstrate how your project fits into the expectations indicated there:</p> <ul style="list-style-type: none">• Is your project research or product focused, or a mixture of the two?• What will form your investigations?• How will you evidence 'good practice'?• What is appropriate evaluation?	350-600 words max

Deliverable 2: Risk Register

ID	Risk Description	Likelihood	Impact	Severity	Owner	Mitigation	Status

Notes:

ID values may be useful to refer back to in your final documentation. Number these in order. This register should be included in the appendix

Risk description provides an outline of the issue

Please use **Low**, **Medium** and **High** to identify the risk level and colour code.

Typically the owner will be you, but it maybe the case in team work or other projects that have external clients, other activities may impact on the project

Mitigation implies on how you will manage the risk and to reduce the likelihood of it occurring

Status – has the risk event now passed. It should indicate an Open and Closed status.

MARKING SCHEME / CRITERIA

Refer to the marking schemes provided on MyBeckett

Component 2

DETAILS OF THE ASSESSMENT

Overview

The assessment of your product will be based on your presentation which should enable assessment of the quality of your product, assessment of your understanding of the development process and assessment of your contribution to product development and evaluation. The Product Presentation has the following deliverables:

- The product
- A video presentation demonstrating your product
- A question and answer session (to be done following on from submission of your report)

Any part of your product which is not your own individual work **MUST** be acknowledged, whether it is derived from a fellow student, your supervisor, a journal or book, the Internet or any other source (including AI tools). This is particularly important if you have included any code written by others in your product. It is acceptable to include code written by others, but you must not claim credit for writing such code and you must be able to explain the purpose and function of the code and the reason why you chose to use someone else's code rather than write it yourself. You should include comments within the code indicating those portions of the code that are copied or adapted from other sources; include a full Harvard style reference to the original source of the code in this comment.

Please refer to the booklet "Quote, Unquote" (see Reading List on MyBeckett) for details of the correct citation and referencing method to use.

If you have used your supervisor's support correctly through your project, your supervisor will be aware of what you have achieved before the Product Presentation. They will have seen and discussed demonstrations of parts of your product as you have developed it. **There should be no surprises for either you or your supervisor at this stage of the project!**

Detailed guidance on the deliverables

Deliverable 1: The product

Submission of your product, including all code used to build your product, is essential so that your supervisor can check any attributes of your product and so that other people such as internal moderators and external examiners can see your product. Provide a User Guide or instructions for these people so that they can run your product.

- **Submission of code and standard data files:** Submission will be available via MyBeckett (see above for details). You **MUST** submit any code you have written or used. Submission of a link to a website, or to cloud storage, is not acceptable. Supervisors must be able to directly access all the code which forms your product on MyBeckett.
- **Submission of hardware or very large data files:** In some cases the nature of your product means that submission via MyBeckett is not appropriate for some parts of the product. For example, if your product includes hardware components or very large data files. You are responsible for ensuring that your supervisor is aware of this and you must make alternative arrangements with your supervisor to submit these specific parts of your product **BEFORE** the published deadline. All code must be submitted via MyBeckett.

Deliverable 2: The product presentation

You will produce a video presentation of your product and upload it to Youtube (instruction on how to do this can be found below). A link to the video presentation will be submitted at the same time as the product. There will be a Question and Answer session with your supervisors relating to your presentation during weeks commencing Tuesday 7th May to Friday 24th May 2024. The exact date, time will be provided by your supervisor.

Your video presentation will be a **maximum of 15 minutes** long. The Question and Answer session will be typically **10 minutes long and a maximum of 15 minutes**. If it becomes clear that it is impossible to assess the product fully during the time available for the Question and Answer session, it may be necessary to arrange a further session when any aspect of your project can be explored. At least two members of staff will join the Question and Answer session. Under normal circumstances this will be your first and second supervisors. In the case of unavoidable absence of either supervisor an alternative member of academic staff will substitute. Your Q and A session may be screen captured for moderation purposes.

A suggested presentation structure is provided on MyBeckett, though you are free to determine the structure for your presentation

It is also a good idea to discuss your ideas for your presentation with your supervisor.

PREPARATION AND SUBMISSION OF VIDEO PRESENTATION

There are built-in tools for screen and audio capture on most operating systems:

- On a windows machine see <https://support.microsoft.com/en-ca/help/4027180/windows-10-record-a-game-clip-with-xbox-game-bar> . It lets you record any running app, not just games. Or alternatively try Active Presenter <https://atomisystems.com/activepresenter/>
- On an Apple Mac see <https://support.apple.com/en-gb/HT208721>. Or alternatively try APowerSoft Online Screen Recorder <https://www.apowersoft.com/free-online-screen-recorder>.
- On Ubuntu Linux see <https://help.ubuntu.com/stable/ubuntu-help/screen-shot-record.html> . Or alternatively try Kazam <https://launchpad.net/kazam>. This can be installed using the command "sudo apt install kazam" (Without speechmarks).

If you cannot use one of these tools then you can make a video using a phone, with the phone positioned to record the screen and your audio.

You may not be aware, but you have a student YouTube account. Once you have produced your video you should upload it to that account, such that when you submit your product you can put a link to your video in the comments box. You can find instructions on uploading to your YouTube account on the library webpages (<http://libanswers.leedsbeckett.ac.uk/faq/179494>). Please do a test run at the earliest opportunity and report any problems or successes to your supervisor.

You will want to make your video unlisted so that it is not returned in any searches <https://support.google.com/youtube/answer/157177?hl=en&co=GENIE.Platform=Desktop>

MARKING SCHEME / CRITERIA

Refer to the marking schemes provided on MyBeckett

Component 3

DETAILS OF THE ASSESSMENT

Overview

A typed report detailing your research into the development and applicability of appropriate and current ideas, methods and products within your chosen specialist domain and evaluating the processes, methods and outcomes of your project including an analysis of your effectiveness in developing your product and the project management strategies you employed.

Detailed guidance on the deliverable

The guide length of the Project Report is **8500 words with an absolute maximum word limit of 9500 words**. This word limit excludes the Title, Abstract, Contents, Bibliography and Appendices.

Any part of your report which is not your own individual work **MUST** be acknowledged, whether it is derived from a fellow student, your supervisor, a journal or book, the Internet or any other source. Refer to the booklet “Quote, Unquote” (see Reading List on MyBeckett) for details of the correct citation and referencing method to use.

The documentation submitted should be a single file viewable in PDF or Word format.

You are free to determine the structure for your report. A suggested report structure is provided on MyBeckett, but check with your supervisor on whether this is appropriate for your own report. You should **ensure that the report structure you choose allows you to meet the criteria in the marking scheme**.

REQUIRED APPENDICES

As a minimum you must include 2 appendices – work will not be marked without them;

1. **ETHICAL APPROVAL** – Please include a Screenshot of your approved Ethics Application. If a Category 2 project, please also add all supplementary documentation that was included as part of the application.
2. **USE OF DIGITAL TOOLS** – please use the provided template (on the VLE) to indicate whether any additional tools have been used in assisting the production of the report. This will include tools such as CHATGPT, GRAMMARLY etc.

MARKING SCHEME / CRITERIA

Refer to the marking scheme provided on MyBeckett

Additional Information for all Components

LATE SUBMISSION OPPORTUNITIES

If you fail to submit the product via MyBeckett on time, then the usual University penalties for late submission will apply.

REASSESSMENT and DEFERRAL OPPORTUNITIES

The reassessment and deferral opportunity for each component will be to make good to a standard greater than or equal to the 40% pass threshold, as detailed in the relevant marking scheme. **It is not possible to give an exact timing for the reassessment/deferral at this time, an appropriate date will be chosen and advertised as soon as possible.**

Remember that you **MUST** have ethical approval for your project before starting on any reassessment/deferral work.

You are advised to discuss the re-assessment with your project supervisor.