**Project management reviews**

We ask you to provide *three* project management reviews of the project: the first two of these are interim. *These reviews, together with other project management artefacts will feed into your markers’ assessment of your project management.*

***First interim***

The first interim (to be submitted via the SPMS) reviews the project since its start; specifically, it should provide a commentary upon:

* tasks undertaken and outcomes
* products produced and product quality
* risks that have materialized and your response; changes to the risk list
* schedule
* resources (e.g., IT resources)
* student learning undertaken & required

in each case commenting upon actual vs. planned. Where significant deviations from the original plan are noted, corrective action to be taken (possibly including the re-drafting of appropriate plans) should be noted.

By the time of the first interim, your understanding of your project will of course have developed, and we therefore require that your first interim also provides an updated description of the intended final deliverables (e.g., outline user requirements, system architecture, and technologies to be employed). In presenting this description there is no need to repeat details that are to be found elsewhere (e.g., in a requirements document).

Once you have submitted your first interim you should aim to meet with your supervisor to discuss; you should also use this as an opportunity to present/review the products produced to-date (e.g., requirements document, system designs, etc.), unless this has already taken place recently.

**Second interim**

The second interim (to be submitted via the SPMS) reviews the project since the first interim, and should take the same form as the first interim.

In addition, you should also provide:

* A *draft* Table of Contents for your final report. This should clearly identify the (numbered) sections and sub-sections, in each case providing a brief indication of their intended content
* A *draft* of a sample chapter from your final report

Once you have submitted your second interim you should aim to meet with your supervisor to discuss; you should also use this as an opportunity to present/review the products produced to-date and to provide your supervisor with a demonstration of the (current state of the) software product/final deliverable, unless this has already taken place recently.

**Third project management review**

The third project management review reviews the project since the second interim, and should take the same form as the first interim. It does **not** need to be submitted via the SPMS.

All three project management reviews should be placed in an appendix in your final report.

Your interim should also include a copy of the records of supervisory meetings to-date. Students should note that supervisors will give particular consideration to whether these meetings/records are sufficient/appropriate in allocating a grade for your project management.