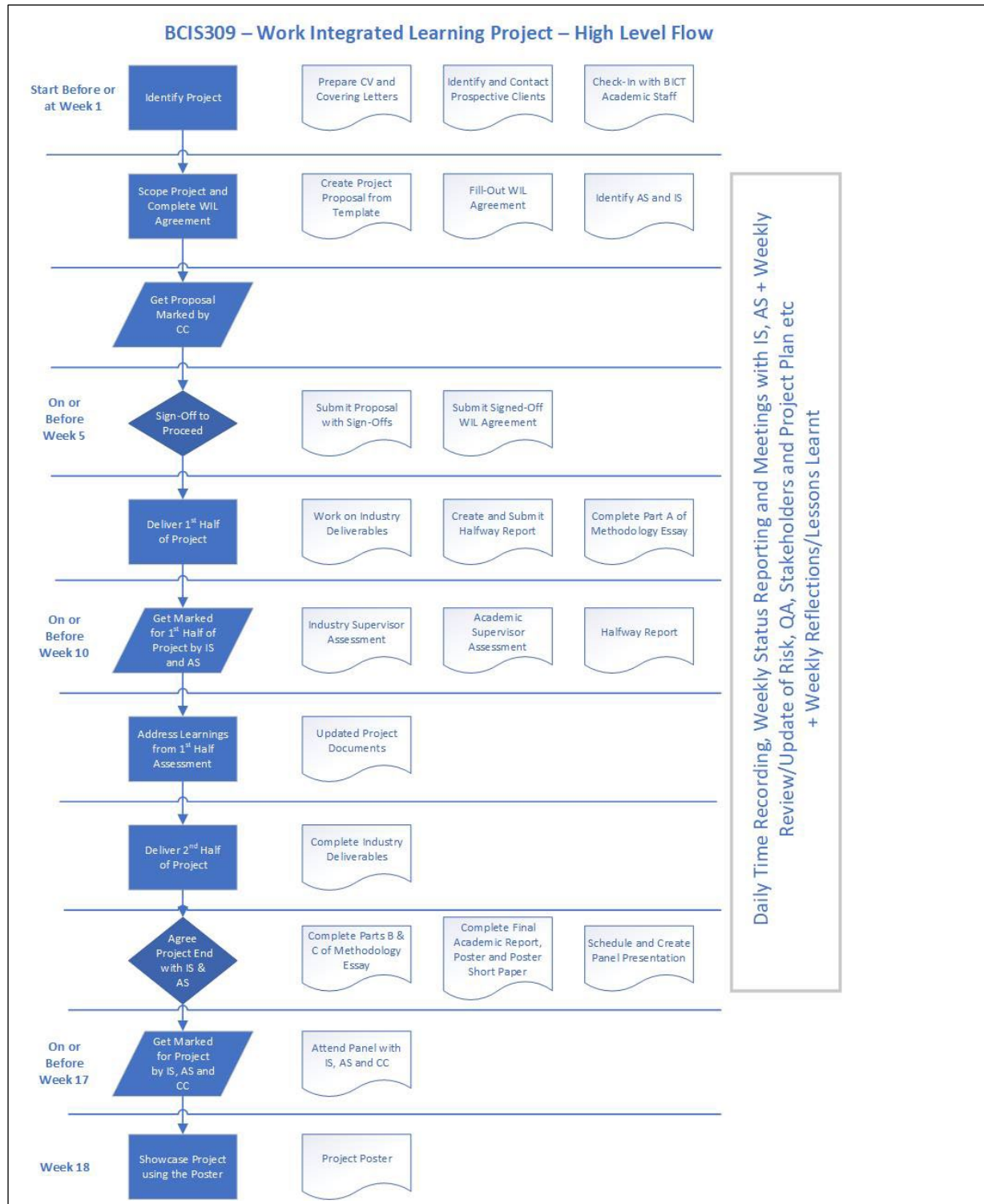


The purpose of this document is to describe the responsibilities of the student while they are taking part in the Work Integrated Learning Project course, BCIS309.

## High Level Project Flow Diagram

The following diagram shows the high-level flow of the project from start to finish from the student's perspective.



## High Level Project Flow Description

The following table provides a detailed description of the diagram.

The 'owner of task' is the person who has overall responsibility and accountability for the task being completed. This means that the owner does what is needed for the task to begin, to proceed, and to be completed. This includes working with others involved in the task. In some cases, the person who performs the task may not be the owner. However, the owner is still responsible and accountable for the task.

High Level Task	Owner of Task	Description
<b>Identify Project</b>	Student	This includes: <ul style="list-style-type: none"> <li>Preparing a CV and Covering Letter(s)</li> <li>Identifying and Contacting Prospective Clients</li> <li>Checking in with BICT Academic Staff as and when required</li> </ul>
<b>Scope Project and Complete WIL Agreement</b>	Student	This involves: <ul style="list-style-type: none"> <li>Create the Project Proposal from the supplied Template (see Moodle)</li> <li>Fill-Out the Work Integrated Learning (WIL) Agreement</li> <li>Identify IS and AS</li> </ul>
<b>Get Proposal Marked by CC (Course Convenor)</b>	Student	This involves the owner uploading the proposal to the Moodle Dropbox, advising the Course Convenor of the upload, and following up with the CC in due course.
<b>Sign-Off to Proceed</b>	Student	This involves the owner co-ordinating the sign-off of the marked proposal, and WIL Agreement with the CC, IS, and AS.
<b>Deliver 1<sup>st</sup> Half of Project</b>	Student	In the first half of the project, the in-scope and agreed industry deliverables are worked on and completed (if relevant). In addition, towards the end of the 1 <sup>st</sup> half of the project, a halfway report is created and submitted to the IS and AS.
<b>Get Marked for 1<sup>st</sup> Half of Project by IS (Industry Supervisor) and AS (Academic Supervisor)</b>	Student	The owner is responsible for setting up meetings with the IS and AS to go through the halfway report and to get their halfway assessments done.
<b>Address Learnings from 1<sup>st</sup> Half Assessment</b>	Student	Often, because of the halfway assessment the student will need to update their project documentation to ensure successful delivery of the 2 <sup>nd</sup> half of the project.
<b>Deliver 2<sup>nd</sup> Half of the Project</b>	Student	In the second half of the project, the remaining in-scope and agreed deliverables are worked on and moved to completion.

High Level Task	Owner of Task	Description
<b>Agree Project End with IS and AS</b>	Student	As the project concludes, the student must reach agreement on/confirm what is required to complete the project. Then, they are to complete the outstanding deliverables. This may involve discussion/negotiation with the IS and/or AS. Specifically, from an academic perspective, the final academic report, methodology essay, poster & poster short paper must be completed, a panel presentation created, and the panel date/time agreed & scheduled with IS, AS and CC.
<b>Get Marked for Project by IS, AS and CC</b>	Student	The student attends a 60-minute panel, where they present their project to the panel, answer questions raised by the panel, and then await the outcome of the panel marking their performance.
<b>Showcase Project using the Poster</b>	Student	After the panel, the poster is displayed at a week-long exhibition, and the student attends an evening event with industry – this is called Emerge.
<b>Daily Recording of Time Spent on the Project</b>	Student	A record of time spent on the project must be kept – this can be manual and/or digital. The time should at the very least be broken down by industry and by academic. The time spent and remaining on the project should be reflected in regularly updated burndown charts.
<b>Weekly Status Reporting and Meetings with IS, AS</b>	Student	The owner is responsible for arranging, attending, and minuting weekly project status meeting with the IS, and with the AS.
<b>Weekly Review/Update of Risk, QA, Stakeholders and Project Plan etc</b>	Student	The owner is responsible for initiating the review and update (where relevant) of their risk & QA programmes, ongoing expectations of stakeholders, the project plan/timeline and any other related project elements.
<b>Weekly Reflections/Lessons Learnt</b>	Student	The owner is responsible for recording their weekly reflections on the performance of the project and of themselves. As such, lessons learnt may be identified.

## Final Note

The work integrated learning project is an opportunity for the student to grow into the role of driving the delivery of industry and academic deliverables over the course of a semester. By doing so, they are learning how to operate in an industry environment through practical experience. It is recognised that prior to this project, students are mostly familiar with the tutor setting and monitoring assessment delivery. In the event that a student is struggling with this new role, the student should discuss this with the IS and/or AS to work out a way forward.