**Academic Supervisor’s assessment of the BCIS309 student’s project progress at the course half-way point**

At the halfway point, this sheet is used to assess the student’s progress on the project (worth 10% of the student’s total course marks).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outcome** | **Excellent** | **Very good** | **Good** | **In-sufficient** | **Poor** | **Not done** |  |
| **Half-way**  **Report** | A report has been created that clearly shows progression from the initial Project Proposal, with changes documented and justified, well laid out, easy to read, and has a professional standard of appearance. |  |  |  |  |  |  |
| Report shows that the student maintained and applied an effective Quality Assurance plan, adjusted if necessary from the proposal. |  |  |  |  |  |  |
| Report shows that the student maintained and applied an effective Risk Management plan, adjusted if necessary from the proposal. |  |  |  |  |  |  |
| **Course**  **Management** | Student has maintained effective communication throughout the project’s development, keeping Supervisor informed of significant events. |  |  |  |  |  |  |
| Oral communication is effective – student clearly expresses their intentions. |  |  |  |  |  |  |
| Written communication is effective – appropriate tone and style throughout. |  |  |  |  |  |  |
| Student initiated and attended all meetings as and when required or adequately explained their absence in a timely fashion |  |  |  |  |  |  |
| Problems/issues (affecting project progress) were identified and effectively communicated to the appropriate person in a timely manner |  |  |  |  |  |  |
| **Project Mgmt** | Student has made adequate progress, following stages identified in the proposal - they are following the agreed or amended plan. |  |  |  |  |  |  |
| Student has adjusted/confirmed the project’s final objectives/outcomes in light of halfway progress achieved; is asserting control of the project |  |  |  |  |  |  |
|  | ***Number of ticks in column (should add up to 10):*** |  |  |  |  |  |  | **(10)** |
| ***Multiply by:*** | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** | ***0*** |  |
| ***Column Total:*** |  |  |  |  |  |  |  |
|  | **Final Score = Sum of Column Totals/5 (round to .5):** | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | Student ID: |  |
| Supervisor: |  | Contact#: |  |
| Organisation: |  | Date: |  |