

# Early Phase Individual Contribution to Group Project

## Individual Assignment

When participating in a group project, it is important for each individual student to consistently and effectively contribute to the success of the Capstone project. This is especially so at the early stage of the Capstone project, when development of the Capstone Project Proposal takes place. This requires a professional attitude towards one's colleagues in the group, Project partners, Core lecturers, Domain experts, as well as commitment to fulfilling the expectations outlined in the Team Charter.

Students must therefore demonstrate a professional study attitude (the four P's): Present, Prepared, Participating, Proper and clear communication. Absence or low-quality participation from one team member at the early stage of the Capstone project will impair the ability of other group members to excel and perform well. Additionally, a student's own learning is inhibited by an insufficient professional study attitude. Beyond demonstrating an ongoing professional study attitude (the "Four P's," described above) from the earliest stages, students will be asked to contribute to the creation of a Team Charter, to meet their obligations under that Team Charter, and to engage thoughtfully in the Student Reflection Survey.

This individual assignment assesses a student's individual contribution to the development of the Capstone Project Proposal and to the project as a whole. This is a Pass/Fail assignment. If a student receives a Fail for the Early Phase Individual Contribution, they will have an opportunity for a repair attempt. If the agreements outlined in the repair attempt are not met within the agreed timeframe, the student will receive 'Fail' or 'Unacceptable' grade for a repair and/or a negative evaluation during the Progress Check for the Final Individual Contribution to the Group Project assignment.

In either case, this can result in an Unacceptable or Insufficient grade for the Final Individual Contribution to the Group Project. Consequently, the student will not be able to complete the Capstone semester. This student must begin a new Capstone project in the next academic year when Capstone projects will be offered as part of the program.

## Deadlines

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Thursday, March 20, 2025  
(17.00)

**Final submission**  
*Final submission via Canvas quiz*

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## Team Charter

The Team Charter is a document that describes the goals, responsibilities, and expectations of each group member, as well as defines the agreed mode of work in terms of communication and conflict resolution. Upon beginning your group project, you will work with your group to create a Team Charter. The Team Charter should be revisited by group members on a regular basis to evaluate the performance of the group. By behaving professionally and complying to the specifications of the

Team Charter, the student will demonstrate their commitment to the success of the group project and help ensure that it is completed to a high standard.

## Individual Contribution Survey

After submitting the Project Proposal assignment, you will be asked to fill in the individual contribution survey that consists of two parts:

- **The “4 Ps” survey:** you will be asked to give written feedback on each group member, focusing on the “4 Ps”: present, prepared, participating, professional communication.
- **The “100 Points” division:** you will be asked to divide up 100 points between your group members, corresponding to how valuable you found each group member’s contribution to be up to this moment of the group project.

Your reflections will only be visible to your Core Lecturer and other key members of the teaching team. Your comments on this survey **will not** be shared with your other group members. We will, however, use observations from all group members in general, as well as our own observations, in order to give feedback on your Early Phase Individual Contribution to Group Project. We will make every effort to ensure the anonymity of student reflections during the feedback process.

### The “4 Ps” Survey

You will be asked to reflect each of your group members contribution to the Group Project up to this moment in terms of the “4 Ps”. You may want to consider, for example, the following:

1. **Present**  
For instance, being on time, attending all project-related meetings and events, and actively contributing to a balanced group workload as set out in your Team Charter.
2. **Prepared**  
For instance, sticking to agreements, dealing with stakeholders in a professional manner, and making an effort to stay informed about the full scope of your project.
3. **Participating**  
For instance, coming up with ideas and suggestions for improvement of your project, being engaged in project discussions, and taking ownership of your group work.
4. **Proper and clear communication**  
For instance, communicating about their tasks and progress, personal issues that can affect group work, giving and receiving feedback, and respectfully expressing thoughts and opinions.

### The “100 Points” Division

Each student will be asked to divide up 100 “points” between their group members, not including themselves, by writing the name of each group member, followed by a number. Your points division should reflect the relative contributions that – according to your evaluation – each of the group members made to the Group Project. The points division will be done in the same Canvas survey as the 4 Ps survey and will be the final question on that survey.

The rules for the 100 points division:

- The point division should be done by students individually and confidentially in order to ensure that students are not pressured or unduly influenced by their group members.
- Students must award all 100 points.
- Students may not award themselves points; they must divide them up between the other people in their group.
- Students may choose to award a group member 0 points.
- Students may not award any group member negative points.

## Holistic Assessment

The grade for the Early Phase Individual Contribution to Group Project will be determined by the Core Lecturer by evaluating the following elements holistically:

- The CL's own observation of the student's performance up to this moment in the Semester.
- The feedback provided by other group members via the "4 Ps" survey and "100 points" division.
- Feedback from the project partner(s) may be utilized by the Core Lecturer to evaluate individual contributions.

## Feedback on ICGP

If you have any questions or concerns regarding your Individual Contribution to Group Project or the group work in general, please contact your Core Lecturer and set up a time to meet with them.

## Assessment Criteria

- Attends and is prepared for scheduled meetings with group members, Project partners, Core lecturers, Domain experts and other relevant stakeholders.
- Shows professional attitude towards one's colleagues in the group, Project partners, Core lecturers, and Domain experts.
- Effectively contributes to the work on the Capstone Project Proposal and the Capstone project as a whole.
- Fulfills the expectations established in the Team Charter regarding roles, communication and conflict resolution and adheres to the project group goals, purpose, milestones, and values outlined in the Team Charter.

## Learning Objectives

- Cooperate effectively and work constructively and agile on digital innovation projects in diverse teams.
- Formulate clear, achievable and well-documented goals and priorities that are agreed upon by the team and the client organization, and organize and execute the project accordingly.
- Engage team members in ways that facilitate their contributions by both constructively building upon or synthesizing the contributions of others.

Version History:

Jan 20, 2025: V1.0