DigiBP Group Project
Conditions and Assessment

1 Conditions

The group project is graded with a mark between 1 and 6 and counts 25% to the overall module grade. Assessed will be the demonstrator (implemented workflow), a demonstration/presentation/video, and an online report (details see assessment form). This group project leads to a group grade. If a person's participation is significantly different from the group's contribution, the evaluators may provide a separate evaluation. Students must work in teams (3-4, can vary), which can be selected or may be assembled randomly. A team **must digitalise processes** based on an **own project idea** or a selected pre-defined project case. An own project idea is recommended and appreciated. However, an own project idea must be approved by a lecturer/coach.

1.1 Coaching

Learning occurs primarily during the group project in which students digitalise sample processes. Coaching will be done during class hours (and independent of class hours upon request) by lecturers, which involves constant feedback and problem-solving. The project work can mostly be done during the coaching sessions (as indicated in the semester programme) within the class hours. However, self-study time will have to be spent as well, during which the team will also collaborate outside class hours.

2 Submission of Deliverables and Artefacts

The submission can be done by providing the links (URLs) to the deliverables in the corresponding Moodle course prior the deadline by one group member.

2.1 Deliverables and Artefacts

The following deliverables are mandatory:

- Link to GitHub **repositories** containing:
    - **Modelling artefacts** (such as BPMN, DMN, CMMN, etc.) and, if required, other **project artefacts** (such as configuration files, source code, etc.)
    - **Documentation** about project and processes (as GitHub markdown files (e.g., Readme and interlinked .md files)).
- Link to a running **workflow(s)** and/or **instantiation(s)** of a:
    - Link to **start form(s)** and/or cloud-based **deployment**(s)
- Link to a **video presentation**
    - Video hosted on SWITCHtube, Microsoft Stream or YouTube (restricted/unlisted access recommended).

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2.1.1 Deadline

The deadline for submitting the previously mentioned links to the deliverables (modelling and project artefacts, documentation and deployment) is **indicated in the Moodle LMS**. The submission can be done by providing the links in the corresponding Moodle course prior the deadline by one group member. The names of the group work members must be clearly disclosed in the documentation.

3 Presentation/Video

In the last week of the semester, all teams must present their work in a video of 10 minutes. All team members must be involved somehow, but it is not required that all team members must have an equal speaking time; however, in the sense of teamwork, the teams should assign various tasks to all team members. The video presentation of 10 minutes max. can be designed as a pitch in front of potential investors. Therefore, no explanation of technical details is required. Start with the use case, and then maybe continue with the design process, followed by the overall process. Take the audience on a (customer) journey; role-play is allowed as well. Maybe pick out one or two fancy or impressive things where you are proud of.

4 Assessment

The group work project is graded with a mark between 1.0 and 6.0. The general criteria are the appropriate use of the tools, complexity of the solution, creativity, grade of digitalisation showing the benefit of the digitalisation. The grading of the project is based on the demonstrator (implemented workflow), a demonstration/presentation and a report.

4.1 Grading Scale

The criteria are weighted. In each criterion, points can be awarded in the range from zero to five. The criteria points are weighted according to the criteria percentage and transferred to a range reflecting a total score of 100 points. The grading scale is defined by the Swiss grading system; 60 points are awarded with a 4.0; 90 points will result in a 6.0.

4.2 Evaluation

The coaches will do the evaluation as a joint assessment based on the evaluation sheet (see Appendix: Evaluation Sheet). The evaluation sheet lists the criteria and their corresponding weights including the things the coaches are looking for. There is no indication of the scope and coverage of the results. Students must motivate why and be convincing that their project is covering the identified key uses cases, fulfils each criterion satisfactorily and is reflecting the team's own success factors.

Appendix: Evaluation Sheet

Digitalisation of Business Processes

Student group:	
Project:	
Examiners:	

Criteria	Things to look for	Weight	Grades (1-6)	Weighted Points	Comments
Scenario and Digitalisation Competences	Scenario is innovative and user experience is addressed. Appropriate and adequate grade of digitalisation. Benefits of the digitalisation emphasized.	15%			
Process Modelling and Automation	Processes are standard compliant and are reflecting conventions. Implementations realise the business processes and workflows are running.	15%			
Human-centric interfaces	Human tasks assigned to roles and are managed. Human-centric interfaces are provided (Forms, Conversational AI/Chatbot-interface.	15%			
Service Integration	Service integration is running and orchestration is appropriate. Innovative service automation and/or iSaaS implementation.	10%			
Decision Automation	Appropriate, adequate, and innovative inclusion of automated decision making (e.g. DMN, ML or predictive modelling).	10%			
Digital Data and Process Analytics	Appropriate data model, structured data and/or semantics. Process analytics/mining is motivated convincing.	5%			
Documentation	Logical structure and clarity of documentation. Graphical appearance of documentation.	10%			
Artefacts	Artefacts are good quality and self-explanatory. Deployment and instantiation are running and available. Instantiation, solution and results are reproducible.	5%			
Presentation/Video	Good quality of presentation video. Clarity and good style of presentation. Students are convincing and competent.	15%			
Total Points (max. 100)		100%			

Concluding remarks

Final Grade	